

Department of Accounts - Payroll Service Bureau
Scope of Services Document (formerly known as Business Process Overview)
Manual for the Delineation of Procedural Responsibilities
as of July 1, 2016

Introduction

In 1996, the Department of Accounts Payroll Service Bureau (the Bureau) was formed to achieve economies of scale through the centralization of certain administrative functions, including payroll, leave accounting and benefits processing. As of July 2016, the Bureau has grown to provide its services to 58 agencies (the Agencies) which collectively employ a workforce that averages 18,000 employees on a monthly basis.

This document (the Manual) outlines the Scope of Services provided to participating agencies and delineates the procedures and actions for which Agency management and the Bureau are responsible in connection with the payroll/benefits processes. The procedures and actions, which are set forth in this Manual, were derived from and are consistent with CAPP and best practices. In addition to delineating procedures and actions, this Manual sets forth the Bureau's internal controls and serves as a resource guide for Agencies to use when conducting their payroll-related and benefit-related functions.

This Manual sets forth procedures for each step of the payroll process, and delineates the procedural responsibilities for the Agency and the Bureau by chapter for each step. Each procedural responsibility includes references to the associated internal controls and related CAPP Manual topic. Agencies may use this Manual to assess internal control standards relative to each payroll, CIPPS leave accounting and benefit processing function. This Manual also details Agency information systems and other payroll and benefit related actions that must be taken by the Agency. Any additional processes performed by the Bureau for individual Agencies outside the processes outlined in this Manual are documented in separate Agency Operating Profile documents.

Procedural responsibilities have been delineated in this Manual so that Bureau staffing and available automated processes can be used efficiently. Agencies, in turn, can also have predictability with respect to procedural expectations. The Bureau relies on participating Agency personnel to respond to Agency employee inquiries regarding pay and benefit information, which includes requests for employment verification, outside company requests for salary history, and to provide employee assistance when needed. Accordingly, tasks such as providing employee assistance services have not been factored into the staffing resource level or fee for services established by the Bureau.

Given that Agency Human Resource staff partner with Bureau staff to perform payroll, leave and benefits functions, the Bureau relies on its Human Resource counterparts to perform their assigned tasks in a timely, accurate and thorough manner in accordance with the procedures set forth in this Manual and other applicable policies and procedures. To facilitate this partnering, the Bureau also relies on Agencies to document personnel actions and follow internal controls. For example, effective internal controls require that Human Resource staff authorize personnel actions, such as employment changes, pay entitlement changes and benefit entitlement changes, prior to the resulting action being taken in the Commonwealth's Integrated Personnel and Payroll System (CIPPS). For the Bureau to perform its responsibilities and for Agency Risk Management & Internal Control Standards (ARMICS) compliance, this authorization is

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evidenced by data entry into the Personnel Management Information System (PMIS), the Benefit Eligibility System (BES), and the Virginia Retirement System Navigator (VNAV). PMIS, BES, and VNAV transactions provide the foundation and authority for CIPPS transactions. The Bureau's business processes have been designed to take full advantage of the integration of legacy system data (PMIS/BES/VNAV) to ensure the synchronicity of CIPPS information to these legacy systems.

When following this Manual, Agencies should also use available automated information resources such as Payline/PAT and Reportline. Those Human Resource staff responsible for providing employee assistance services should have Payline/PAT masking access as well as access to PAT and Reportline for retrieval of employee compensation and benefit information. Those Fiscal Agency staff responsible for expenditure reconciliations should have access to PAT and Reportline for the retrieval of the CIPPS and Cardinal reports used for analyzing expenditures and performing required reconciliations. Agency staff responsible for administering Payline/PAT passwords must have Payline/PAT masking access in order to administer temporary passwords. Agency staff with assigned tasks associated with the review of payroll, benefit or leave information may want to consider retaining CIPPS display access to facilitate their review responsibilities.

In an effort to ensure strong customer service, each participating agency is surveyed on an annual basis to ensure consistent services have been provided to participating agencies. If service lapses are noted, issues are addressed and monitored to ensure improvement and agency satisfaction.

In conclusion, this Manual is intended to facilitate ongoing effective partnering between Agency and Bureau staff and to foster continued efficiencies and internal controls by delineating procedural responsibilities. The Bureau looks forward to continuing to provide these services to the participating Agencies of the Commonwealth.

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I. Agency Contact Information

In order to ensure accurate communications between the Agency and the Bureau, the Agency will provide contact information for various functions to the Bureau. The Bureau will maintain contact information in the **Agency Operating Profile** document. For Agency organizational changes and/or assignment responsibilities changes, the Agency will communicate such changes to the Bureau promptly.

The responsibilities for the updating process are as follows:

Task	Agency Responsibility	Bureau Responsibility
Updating of Contact Information	Provide <u>employee name</u> , <u>official title</u> , <u>phone number</u> , <u>fax number</u> and <u>email address</u> for the following: Human Resource Contact Benefits Administration Contact Fiscal Operations Contact Certifying Officer Primary Contact Certifying Officer Back up Contact Leave Liability Attachment Contact VSDP Claims Administration Contact Salaried Overtime Pay Authorization Contact Wage Timesheet Authorization Contact Leave Accounting Contact Payline/PAT Administration Contact Payment Distribution Contact PMIS Data Entry Contact BES Data Entry Contact VRS VNAV Contact	Maintain contact information on the Agency Operating Profile document. Periodically distribute the Agency Operating Profile to the Agency to confirm contact information.
Future Contact Changes	Provide updated contact information for Agency level organizational changes and/or reassignment of responsible party duties. Changes to the contact parties listed above should be communicated to the Bureau promptly.	Provide the Agency with an updated version of the Agency Operating Profile document for review and confirmation.
Unique Business Processing Parameter Changes	Provide updated business processing parameters documented on the Agency Operating Profile, as changes occur. Changes should be communicated to the Bureau promptly.	Update the Agency Operating Profile to reflect changes to the agency unique business processes.

The Bureau contact information is separate from the contact party information requested by State Payroll Operations. Agencies are expected to keep State Payroll Operations contact party

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information current and to update State Payroll Operations contact information when changes in assignments/duties occur. This will ensure agencies receive payroll bulletins timely.

Related CAPP Topic:

N/A

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II. Information Systems Access

Access to CIPPS Payroll

Agency CIPPS users with update access to CIPPS Payroll, including Payroll Certification access, will have their access changed **to display access** only upon participation with the Bureau. Thereafter, the Bureau will not initiate access changes. Agency Payroll Security Officers are responsible only for the accesses granted to the Agency's employees. The Bureau Director will act as the responsible Payroll Security Officer for Bureau accesses.

Task	Agency Responsibility	Bureau Responsibility
Access to CIPPS Payroll upon Agency participation with the Bureau	Review Security Listings distributed by State Payroll Operations to ensure access is appropriate for the Agency parties listed.	Upon participation with the Bureau, request that State Payroll Operations change Agency user access to display access only for CIPPS Payroll, including Payroll Certification access.
Access Changes	Ensure CIPPS Payroll access is removed from employees that separate from the Agency. Ensure CIPPS Payroll access is removed from Agency staff when job duties change and staff no longer require CIPPS Payroll access.	No other security changes will be initiated by the Bureau to CIPPS Payroll access for Agency staff.

Related CAPP Topics:

50105, Overview of CIPPS

50210, CIPPS User Security

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Access to CIPPS Leave

Agency CIPPS users with update access to CIPPS Leave will have their access changed to **display access only** upon participation with the Bureau. Thereafter, the Bureau will not initiate access changes.

Task	Agency Responsibility	Bureau Responsibility
Access to CIPPS Leave upon Agency participation with the Bureau	Review Security Listings distributed by State Payroll Operations to ensure access is appropriate for the parties listed. Maintain Agency access to CIPPS Leave balance screens to facilitate viewing Agency employees' current leave balances.	Upon participation with the Bureau, request that State Payroll Operations change Agency user access to display access only for CIPPS Leave.
Access Changes	Ensure CIPPS Leave access is removed from employees that separate from the Agency. Ensure CIPPS Leave access is removed from Agency staff when job duties change and staff no longer require CIPPS Leave access.	No other security changes will be initiated by the Bureau to CIPPS Leave access for agency personnel.

Related CAPP Topic:
50210, CIPPS User Security

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Access to Payline/PAT

There is no impact on the agency's existing Payline/PAT access as a result of being a Bureau participant; however, for purposes of labor efficient business processes and fulfilling information requests, agency personnel associated with the business functions handled by the Bureau are expected to take advantage of the information available in Payline/PAT.

Task	Agency Responsibility	Bureau Responsibility
Access to Payline/PAT	Review Security Listings distributed by State Payroll Operations to ensure access is appropriate for the parties listed. Required for Agency positions responsible for the administration of Human Resources and Benefits policies to facilitate viewing employees' pay and leave information. Ensure Agency Payline/PAT administration staff have Payline/PAT administrative access.	N/A
Access Changes	Ensure Payline/PAT administrative user access is removed from employees that separate from the Agency. Ensure Payline/PAT access is removed from Agency staff when job duties change and staff no longer require Payline/PAT access.	N/A

Related CAPP Topics:

50210, CIPPS User Security

70515, Payline/PAT

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Report Distribution, Remote Print and Access to Reportline

There is no impact on the agency's existing report distribution process, regardless of remote print or Reportline access, as a result of being a Bureau participant. Due to the confidentiality of information contained in CIPPS reports, the Bureau does not distribute reports to agencies due to the agency's lack of Reportline access.

Task	Agency Responsibility	Bureau Responsibility
Report Distribution, Remote Print and Access to Reportline	<p>Maintain access for Agency staff responsible for the administration of Human Resources and Benefits policies to facilitate required viewing of CIPPS Payroll and/or Leave Reports.</p> <p>Required for Agency staff responsible for fiscal functions associated with payroll and benefit expenditure reconciliations to facilitate viewing and retrieval of CIPPS Reports associated with payroll and benefit expenditures.</p> <p>Required for Agency staff responsible for the review of fiscal year end attachments for CAFR reporting requirements to facilitate viewing and retrieval of CIPPS reports associated with the Leave Liability information.</p> <p>Ensure Agency Reportline administration staff have Reportline administrative access.</p> <p>Review Security Listings distributed by DOA Reportline Administration to ensure access is appropriate for the parties listed.</p>	N/A
Access Changes	<p>Ensure Reportline administrative user access is removed from employees that separate from the Agency.</p> <p>Ensure Reportline access is removed from Agency staff when job duties change and staff no longer require Reportline access.</p>	N/A

Related CAPP Topic:
50205, Agency Information

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Access to PMIS and BES

There is no impact on the agency's existing PMIS and BES access as a result of being a Bureau participant.

Task	Agency Responsibility	Bureau Responsibility
Access to PMIS and BES	N/A	<p>Facilitate information retrieval in an efficient manner by maintaining display access to selected PMIS and BES screens, with the exception of the EPR screen.</p> <p>For the Bureau to perform the monthly EPR reporting business process on behalf of the agency, the Bureau will maintain update access to the EPR Screen.</p>

Related CAPP Topic:
50105, Overview of CIPPS

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III. Employee Personnel Actions (Employee Profile and Personnel Actions)

Section Overview

Employee Data Changes include static changes made to employees' pay entitlements, employment statuses, which must be authorized by Human Resource staff to evidence personnel actions, voluntary payroll deductions, direct deposit, and state and federal tax elections. Personnel actions including employment changes, pay entitlement changes and benefit entitlement changes must be processed in PMIS, BES and VNAV prior to being executed in CIPPS. For the Bureau's processes, employee data changes are authorized and evidenced by Agency data entry into PMIS, BES and VNAV. For those CIPPS fields affected by inbound interfaces from PMIS, BES and VNAV, the Bureau will not manually update CIPPS but will defer to the auto-update process performed by the interface.

New Hires/Rehires (includes employees transferring between agencies)

Task	Agency Responsibility	Bureau Responsibility
Establish Programmatic Coding	Notify the Bureau to clarify the authoritative source for programmatic coding updates in CIPPS. The agency may direct that PMIS programmatic values be used, or it may provide the Bureau transmittals or personnel/payroll action forms that reflect the programmatic coding to be updated in CIPPS.	Establish programmatic coding using the direction provided by the agency, i.e., either the PMIS values, or the transmittals provided by the agency. Update CIPPS programmatic coding changes and establish NSSA table entries, if required, prior to updating the employee's programmatic code. Notify the agency fiscal management if problems are encountered with the NSSA process.
Establish FLSA Status	The PSP999 Screen Print will be used to establish the employee's FLSA Status.	For CIPPS Leave agencies, update the employee's FLSA Status using the PSP999 Screen Print.
Establish Leave Entitlements	Update PMIS to reflect the leave anniversary date for classified employees. Anniversary dates serve as the basis for leave entitlements in accordance with DHRM policies and procedures. Update PMIS to reflect At-will employee	If agency is a CIPPS leave user, update FLSA status based on the PSP999 screen. Establish leave balances and entitlements in CIPPS based on the classified employee

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	<p>leave entitlements and provide the Bureau with written notification of any special benefit entitlements.</p> <p>Provide the Bureau with Leave Allotments for Higher-Ed instructional non-standard employees.</p>	<p>anniversary date entered in PMIS.</p> <p>If agency is a CIPPS leave user, establish leave balances and entitlements in CIPPS in accordance with special benefit entitlements as directed.</p>
Process Leave Entitlements (employee transfers between agencies, promotions, position changes)	Provide the Bureau with confirmation of leave balances when an employee transfers between agencies.	If agency is a CIPPS leave user, process CIPPS leave entitlements as directed.
Establish VSDP Status	<p>For covered employees, VSDP participant status interfaces to CIPPS via the VNAV interface.</p> <p>For employees employed by a Higher Education Institution, provide the completed opt-out form to the Bureau if the employee chooses not to participate in the VSDP program.</p> <p>Review VNAV to ensure VSDP status is correctly stated and contact VRS to resolve any differences.</p>	<p>For salaried employees hired or rehired on or after January 1, 1999, the employee will be considered to be a VSDP participant, unless he/she has been enrolled in the Optional Retirement Plan for Political Appointees. If the employee is employed by a Higher Education Institution, the employee may choose whether to participate in the VSDP program.</p> <p>The VNAV/CIPPS interface identifies VSDP participation status differences.</p> <p>Differences in VSDP participation status are identified on the VNAV recon report U170. Follow up with the agency to ensure any VSDP participation differences are resolved.</p>

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Task	Agency Responsibility	Bureau Responsibility
Establish Direct Deposit	<p>Provide the Bureau with copies of Direct Deposit Authorization Form ((DDA) http://www.doa.virginia.gov/Payroll/Forms/DirectDeposit.pdf</p> <p>Please refer to the Direct Deposit Information section for more information about the required bank documentation.</p> <p>Ensure Direct Deposit Form is completed accurately before the Form is provided to the Bureau.</p>	<p>Establish Direct Deposit using the Employee DDA Form and bank information provided.</p> <p>Notify Agency if Direct Deposit Forms cannot be established due to insufficient information or incomplete forms.</p>
Establish Federal and State Tax Records	<p>Provide the Bureau with copies of Federal and State Tax Withholding Forms W-4 Form http://www.irs.gov/pub/irs-pdf/fw4.pdf</p> <p>VA-4 Form http://www.tax.virginia.gov/web_pdfs/busForms/va4.pdf</p> <p>Please refer to the Employee Federal and State Taxes section for more information.</p> <p>Ensure completeness of tax form prior to submission to the Bureau.</p>	<p>Establish the tax record using the employee tax forms.</p> <p>Notify Agency if tax forms cannot be used to establish tax withholding due to insufficient/incomplete forms. Absent a valid tax withholding form, the employee's tax withholding will be established with single status and zero exemptions.</p>
Establish Health Care Benefits and Flexible Spending Account Enrollments	<p>Enter information into BES.</p>	<p>Healthcare benefits and flexible spending account enrollments will interface from BES.</p> <p>For interface errors, manually update Healthcare benefits and flexible spending account enrollments in CIPPS.</p>
Establish Retirement Benefits for Employees (non-ORP)	<p>Provide the Bureau VNAV screen prints reflecting the retirement plan(s) and effective dates of enrollment or eligibility.</p> <p>Review VNAV to ensure PMIS updates are reflected correctly and ensure any differences are resolved.</p>	<p>VNAV is the authoritative system of record for retirement benefits.</p> <p>Retirement benefits are established (1) as a result of the VNAV interface or (2) manually outside of the interface by using the VNAV screen prints that evidence the retirement plan.</p>

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Task	Agency Responsibility	Bureau Responsibility
		<p>Retirement benefits (Group Insurance and Health Insurance Credit) interface from VNAV.</p> <p>Review the VNAV interface error reports U184 and U186 to ensure corrective action taken and to ensure retroactive amounts owing are collected timely.</p>
Establish Optional Retirement Benefits for Political Appointees (ORPPA) or Higher Education Employees (ORPHE)	<p>Review VNAV to ensure PMIS updates are reflected via PMIS/VNAV data interface and ensure any differences are resolved.</p> <p>Ensure ORP eligibility date entered in VNAV is correct and resolve any differences.</p> <p>Provide the Bureau VNAV screen prints reflecting the retirement plan(s) and effective dates of enrollment or eligibility.</p>	<p>VNAV is the authoritative system of record for retirement benefits.</p> <p>Retirement benefits are established manually outside of the interface by using the VNAV screen prints that evidence the retirement plan.</p> <p>Once enrollment in ORPPA or ORPHE has been confirmed, the employee's ORP retirement plan will be updated in CIPPS, and retroactive retirement benefits will be processed and retroactive amounts will be collected timely.</p>
Establish Retirement Service Purchase Contracts (Buyback of Prior Service)	<p>Retirement (Service) Purchase Contracts are updated in CIPPS via the VNAV/CIPPS interface.</p> <p>Ensure the employee electing to purchase service has obtained the necessary approvals for the service time to be purchased and has completed and submitted the required paperwork to VRS.</p> <p>Ensure VNAV properly reflects the service purchase contract as pre-tax or post-tax based on the approved service purchase (VRS Form 26e or 26c) and verify VNAV reflects the number of service months being purchased, the contract period, and the contract effective start date. Resolve any differences with VRS.</p> <p>Provide the Bureau VNAV screen prints</p>	<p>VNAV is the authoritative system of record for retirement benefits.</p> <p>Retirement Service Purchase Contracts will interface from VNAV via the Report U184, U185, U186.</p> <p>Buyback of Prior Service can be established (1) using the VNAV screen prints that evidence the Retirement Service Purchase Contract or (2) as a result of the VNAV</p>

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Task	Agency Responsibility	Bureau Responsibility
	reflecting the buyback terms and number of months approved for purchase.	interface. Review the VNAV interface error reports U184 and U186 to ensure corrective action taken and to ensure retroactive amounts owing are collected timely.
Establish Group Life	None	Group Life is automatically established in CIPPS based the enrollment in the employee retirement plan.
Establish Optional Group Life Insurance	Provide employee's Optional Group Life Insurance enrollment form to Minnesota Life for coverage and submit a copy to the Bureau. Notify the Bureau via email when Minnesota Life has approved higher option levels for the employee or family members covered by the policy.	Retrieve information relevant to changes in premiums, new enrollments from the Minnesota Life website. Calculate the initial premium amount for the coverage requested and update CIPPS accordingly.
Establish Deferred Compensation (457 Plan) (new hire)	Respond to employee inquiries regarding the methods available for instituting changes to their Deferred Compensation deductions. Under the current TPA, contribution changes are submitted online or via telephone. No forms are in use for changing contributions.	The employee's Deferred Compensation deduction will be updated in CIPPS via the TPA interface. Review interface error report and update CIPPS as needed to record changes.
Establish Deferred Compensation (457 Plan) (transferring employee only)	Ensure transferring employees participating in the Deferred Compensation program are advised to contact the TPA and notify them of their transfer to another agency to maintain continuity of participation. The Deferred Compensation TPA will control adding the employee's change in employers to the interface file.	Review interface error report and update CIPPS as needed to record changes.
Establish Deferred Compensation Cash Match 401(a) Benefit	Employees in the Hybrid Retirement plan who have not elected to contribute an additional 4% voluntary HB deduction are not eligible for the cash match benefit. Ensure employees are informed of the cash match benefit program rules and entitlements and respond to employee inquiries.	Review interface error report and update CIPPS as needed to record changes.

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Establish Post-tax (Supplemental Insurance) Deductions	<p>Ensure employees are informed of the Post-Tax program and the rules governing the processing of deductions for supplemental insurances and other products offered by the Third Party Administrator and its vendor network.</p> <p>Respond to employees' inquiries regarding the composition of their Post-tax deductions by referring to the Complete Enrollment Report produced quarterly by the Third Party Administrator.</p> <p>Ensure employees complete the authorizing form for initiating Post-Tax deductions for supplemental insurances. Supplemental Insurance Form http://www.doa.virginia.gov/Payroll/TPA/SDA403_b.pdf</p> <p>Ensure the employee's Post-Tax Deduction authorization form is promptly forwarded to FBMC for handling and update to their system.</p>	<p>Respond to Exception Reports generated by the Third Party Administrator regarding exceptions between expected and actual deduction amounts received. This form can be viewed at http://www.doa.virginia.gov/Payroll/TPA/TPA_Exception_Discrepancy_Response_Form.pdf</p> <p>Review U148 interface error report and update CIPPS as needed to record changes.</p>
Establish Post-tax (Supplemental Insurance) Deductions Administrative Fee Deductions	<p>Ensure employees are informed of the administrative fee associated with the Post-Tax program for supplemental insurances offered by the Third Party Administrator and its vendor network.</p>	<p>Review U148 interface error report and update CIPPS as needed to record changes.</p>
Establish Pre-tax (Annuities) 403(b) Tax Sheltered Annuity (TSA) Deductions	<p>Ensure transferring employees participating in the Tax Sheltered Annuity (TSA) program are advised to contact the TPA and notify them of their transfer to another agency to maintain continuity of participation in the 403(b) program.</p> <p>The TSA 403(b) program TPA will control adding the employee's change in employers to the interface file.</p> <p>TSA forms http://www.doa.virginia.gov/Payroll/TPA/SRA403_b.pdf</p>	<p>Pre-Tax Annuity Deduction enrollments will interface from FBMC.</p> <p>Review interface error report and update CIPPS as needed to record changes.</p>
Establish Annuity Cash Match 401(a) Benefit Deduction	<p>Ensure employees are informed of the cash match benefit program rules and entitlements and respond to employee inquiries.</p> <p>Ensure the cash match benefit form is submitted to the TPA when employees begin TSA Pre-tax</p>	<p>Cash Match 401(a) benefit deductions will interface from FBMC.</p> <p>Review interface error report</p>

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	deductions, or when employees elect to change their TSA vendor for their cash match benefit. Cash Match benefit form http://www.doa.virginia.gov/Payroll/TPA/Cash_Match_Agreement_Form.pdf	and update CIPPS as needed to record changes.
Establish Court-Ordered Withholdings	Notify the Bureau of existing court-ordered child support withholding orders or other court-mandated withholding agreements, such as IRS payment plans or bankruptcy orders and forward original writ for processing.	Establish court-ordered withholdings in CIPPS as directed.
Establish Parking Deductions	Ensure parking deduction form is completed by the new hire, rehire or inbound employee upon parking space assignment. Ensure the parking deduction form appropriately distinguishes a DGS from a non-DGS controlled parking space. Forward the Parking Deduction Form (Agency Specific) to the Bureau.	Establish parking deductions in CIPPS as directed.
Establish Pre-tax Transportation Programs (Mass transit pass and Van Pooling)	Provide a copy of the completed Pre-Tax Transportation Deduction Authorization Form to the Bureau. Provide to the Bureau the third party payee information for the third party check created from the funds withheld under the Pre-tax Transportation program.	Establish the Pre-Tax Transportation deduction for the amount specified on the employee's salary reduction agreement for Pre-Tax Transportation deductions. Forward the third party check each earnings period to the Agency.
Establish Miscellaneous Deductions, including Savings Bonds, CVC, VPEP, and VEST Deductions	Provide the Bureau with Agency Specific Voluntary Deduction Enrollments. Please refer to the Miscellaneous Deduction Maintenance section for more information.	Establish other voluntary deductions in CIPPS as directed.
Virginia Credit Union Allocations Forms	Do not submit VACU allocation forms. All banking elections are executed by completing the Employee Direct Deposit Authorization Form. http://www.doa.virginia.gov/Payroll/Forms/DirectDeposit.pdf	Return any VACU Allocation forms received in the Bureau to the agency.

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Task	Agency Responsibility	Bureau Responsibility
Maintain Histories of Wage Hours Worked	<p>Make wage employees aware of the importance of retaining their calendar year end pay stubs for purposes of documenting their wage employment history.</p> <p>Calendar year end pay stubs substantiate wage hours worked for purposes of purchasing service upon change in employment status to classified status.</p>	The Bureau will not furnish prior years hours worked histories for wage employees wishing to purchase service credit.
Employment Verifications	Respond to inquiries from outside parties regarding employment status and pay and benefit entitlement information.	The Bureau does not respond to employment or third party salary verifications.
Verification of Employee Record Establishment	<p>Review PMIS, BES and VNAV against source documents to ensure information accuracy.</p> <p>Utilize Payline/PAT and Reportline access to verify employee records are established as directed. If desired, agencies may also utilize CIPPS Payroll and Leave display access.</p> <p>By certifying payroll, the Agency reasonably believes that transactions are necessary, accurate and appropriate.</p>	Review CIPPS New Hire Report, Change Listing, Edit Report 10, and Payroll and Deduction Register, to verify the accuracy of the information entered in CIPPS.

Related CAPP Topics:

50305, New Employee Adds
50310, Rehires and Employee Data Changes
50315, Employee Tax Maintenance

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Terminations and Separations

Personnel actions such as Employee Terminations and Separations encompass cases in which an employee leaves employment with an agency, either through separation from state service, transfer to another agency, retirement or death. These Personnel actions must be processed in PMIS and BES prior to being executed in CIPPS. For the Bureau's processes, employee data changes are authorized and evidenced by Agency data entry into PMIS and BES. For those CIPPS fields affected by inbound interfaces from PMIS or BES, the Bureau will not manually update CIPPS but will defer to the auto-update process performed by the interface.

Task	Agency Responsibility	Bureau Responsibility
Deactivate the Employee Record and Authoritative Source Documents and Documents to Forward to the Bureau	<p>Update PMIS promptly to reflect the effective date of separation from service (PSE309) and separation reason in accordance with DHRM policies and procedures.</p> <p>Confirm to the Bureau the last day worked and/or last day of paid leave.</p> <p>Provide to the Bureau copies of VNAV screen prints to substantiate the termination/separation date in PMIS.</p> <p>Ensure VNAV records are updated with PMIS termination date and resolve any differences.</p>	<p>Use the position separation date entered in PMIS as the termination date for the employee. The PMIS/CIPPS Auto-Update process will deactivate the employee's automatic pay status.</p> <p>PMIS separation date serves as the authoritative source document to update the employee's separation from state service.</p>
Process Unsatisfied Tenure Agreements	<p>Provide the Bureau with written notification for treatment of unsatisfied tenure agreements and provide the amount to be deducted from final pay.</p>	<p>Withhold outstanding debts from final pay, as directed.</p> <p>Ensure full month of benefits are collected for retirement, flexible spending, group life, supplemental insurance, and health care benefits.</p>

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Task	Agency Responsibility	Bureau Responsibility
Leave Balance Verification and Payout	<p>Verify that all leave taken has been submitted by separated employee's supervisor.</p> <p>Verify last date of leave taken and ensure all leave has been processed.</p> <p>Verify leave balance information and the disposition of each compensable leave balance and provide to the Bureau authorization for payment and deductions, if needed.</p>	<p>Process Leave Payout in accordance with CAPP.</p> <p>For CIPPS leave agencies, review Payline/PAT history to ensure there are no duplicate leave transactions.</p> <p>For CIPPS leave agencies, verify the last leave taken has been processed.</p> <p>When an employee is placed in a terminated status ("3") in CIPPS, the CIPPS leave balances will be zeroed overnight via the automated interface process.</p>
<p>Leave Payouts Put into Deferred Compensation</p> <p>Process Deferred Compensation Election for Employee Termination/Retirement</p>	<p>Ensure the employee submits the appropriate Deferred Compensation Payroll Authorization form to the agency prior to their last day worked or last day of leave taken.</p> <p>Provide the completed form to the Bureau and ICMA by the designated deadline for the earnings period in which the leave payouts are to be processed.</p> <p>Notify the Deferred Compensation Third Party Administrator of the severing employee's change in employment status.</p> <p>If the employee elects to defer the full amount of his leave payouts, the form should reflect "net pay" in the amount field. If the employee wants a particular amount to be deferred, that amount should be reflected on the form. The stated amount will be deducted from the Leave Payout unless mandatory FICA taxes prevent the full amount from being withheld which will invalidate the form and require a new valid form.</p> <p>https://vadcp.ingplans.com/csinfo/pdfs/forms/virgna/650271/payroll_onetime.pdf</p>	<p>A Lump Sum Override will be processed as a one-time deferral when the appropriate form is submitted by employee.</p> <p>For employees deferring their leave payouts into Deferred Compensation, the Bureau utilizes the One-Time Deferral form provided by the employee and the State Payroll Operations Leave Payout spreadsheet for the calculation of the lump sum deferral amount. This spreadsheet calculates the FICA tax required for the gross payout amount and the federal and state income taxes applicable to the portion of the payout not deferred.</p> <p>After final payment is made to the employee, deactivate the deferred compensation deduction.</p>

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Task	Agency Responsibility	Bureau Responsibility
Process Pre-tax (Annuities) 403(b) Tax Sheltered Annuity (TSA) Deductions for Employee Termination/ Retirement	<p>Notify FBMC of employee's separation from agency using form http://www.doa.virginia.gov/Payroll/TPA/TPA_EE_Status_Form.pdf</p> <p>Ensure transferring employees participating in tax-sheltered annuities through the FBMC network complete the required form to notify FBMC of the change in employment status and to continue their participation in the 403(b) program.</p>	<p>Annuity deductions are processed as a monthly override and withheld from employee final payments.</p> <p>A Lump Sum Override will be processed as a one-time deferral if submitted by employee.</p> <p>For employees deferring their leave payouts into their 403(b) account, the Bureau utilizes the One-Time Deferral form provided by the employee and the State Payroll Operations Leave Payout spreadsheet for the calculation of the lump sum deferral amount. This spreadsheet calculates the FICA tax required for the gross payout amount and the federal and state income taxes applicable to the portion of the payout not deferred to the 403(b) account.</p>
Deactivate Health Care Benefits Mid-Month Terminations	<p>Update information in BES to deactivate health care benefits.</p> <p>Notify the Bureau of employee separation promptly.</p>	<p>Healthcare deductions are processed in accordance with the coverage period. To ensure employees pay in full for the final coverage month, healthcare deductions may be withheld from final payments.</p> <p>After final health care deduction processing, update the HMCU1 to deactivate healthcare participation.</p>
Deactivate Flexible Spending Account (FSA) Mid-Month Terminations	<p>Notify the Bureau of employee separation promptly.</p>	<p>FSA deductions are processed in accordance with the coverage period. To ensure employees pay in full for the final coverage month, FSA deductions may be withheld from the employee's final payments.</p> <p>After final payment is made to the employee, deactivate the flexible spending account deduction.</p>
Process Outstanding	<p>Ensure all non-cash items have been forwarded to the Bureau prior to final</p>	<p>Process non-cash items for final payment processing.</p>

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Task	Agency Responsibility	Bureau Responsibility
Items for Reportable Meals, Non-Cash Awards, Personal use of state vehicles, Telework expenses, and Taxable Tuition	<p>payment processing</p> <p>Forward supporting documentation to the Bureau for all outstanding debts.</p>	<p>Withhold outstanding debts from final pay as directed.</p>
Process Retirement Benefits	<p>Provide the termination/retirement date to the Bureau at the onset of the final earnings period of employment when the employee is electing retirement.</p> <p>For employees electing to retire, complete applicable Sections A-D on the employee's retirement application paperwork, Form VRS-5 and forward to the Bureau for completion.</p> <p>Form VRS-5 http://www.varetire.org/Pdf/Forms/vrs-5.pdf</p> <p>Review VNAV to ensure PMIS updates are reflected in VNAV in accordance with VRS business rules and any differences are resolved.</p> <p>Provide the Bureau VNAV screen prints reflecting separation/termination.</p>	<p>Complete Section E of the form. The Bureau will act as the payroll contact on the employee's retirement application paperwork, Form VRS-5.</p> <p>For employees retiring from state service, no retirement benefits will be processed for days worked or leave taken from the 25th through the end of the last month of active employment.</p> <p>To ensure employees pay in full for the final coverage month, retirement deductions may be withheld from final payments. Review the Report U172 to ensure unpaid retirement owed has been collected prior to termination.</p> <p>After final payment is made to the employee, deactivate the retirement deduction in CIPPS on HMCU1.</p>
Disposition of Disability Credits	<p>Provide the disposition of disability credits, i.e., payout or transfer to VRS for service.</p>	<p>Process Disability Credits as directed.</p>

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Task	Agency Responsibility	Bureau Responsibility
Deactivate Direct Deposit	None; based on the change to PMIS timecard status, direct deposit will be deactivated.	Deactivate the direct deposit deduction after final payments are made.
Optional Retirement Benefits for Political Appointees (ORPPA) or Higher Education Employees (ORPHE)	<p>Provide the retirement date to the Bureau at the onset of the final earnings period of employment when the employee is electing retirement.</p> <p>For employees electing to retire, complete applicable Sections A-D on the employee's retirement application paperwork, Form VRS-5 and forward to the Bureau for completion.</p> <p>Form VRS-5 can be viewed at http://www.varetire.org/Pdf/Forms/vrs-5.pdf</p> <p>Review VNAV to ensure PMIS updates are reflected in VNAV in accordance with VRS business rules and any differences are resolved.</p> <p>Provide the Bureau VNAV screen prints reflecting separation/termination.</p>	<p>Complete Section E of the form. The Bureau will act as the payroll contact on the employee's retirement application paperwork, Form VRS-5.</p> <p>For employees retiring from state service, no retirement benefits will be processed for days worked or leave taken from the 25th through the end of the month of active employment.</p> <p>Ensure unpaid retirement owed has been collected prior to termination.</p> <p>After final payment is made to the employee, deactivate the retirement benefit in CIPPS on HMCU1.</p>
Deactivate Group Life	None	After final payment is made to the employee, deactivate the Group Life benefit on HMCU1.
Deactivate Optional Group Life Insurance Mid-Month Terminations	<p>Notify Minnesota Life of the change in employment status.</p> <p>Notify the Bureau of employee separation promptly.</p>	<p>Optional Group Life deductions are processed for the month and may be withheld from employee final payments to complete payment of the month's premium.</p> <p>After final payment is made to the employee, deactivate the optional group life deduction.</p>

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Deactivate Post-tax (Supplemental Insurances) Deductions and the Supplemental Insurance Administrative Fee Deductions	Notify FBMC of employee's separation from agency using form http://www.doa.virginia.gov/Payroll/TPA/TPA_EE_Status_Form.pdf	Supplemental Insurance deductions are processed for the month and may be withheld from employee final payments to complete payment of monthly premiums. After final payment is made to the employee, deactivate post-tax supplemental insurance deductions.
Deactivate Deferred Compensation Cash Match 401(a) Benefit	None	Complete the cash match benefit in accordance with the deferred compensation withheld. After final payment is made to the employee, deactivate the deferred compensation match deduction.
Deactivate Pre-tax (Annuities) 403(b) Tax Sheltered Annuity (TSA) Deductions	Notify FBMC of employee's separation from agency using form http://www.doa.virginia.gov/Payroll/TPA/TPA_EE_Status_Form.pdf Ensure transferring employees participating in tax-sheltered annuities through the FBMC network complete the required form to notify FBMC of the change in employment status and to continue their participation in the 403(b) program.	Pre-Tax Annuity Deduction changes will interface from FBMC. Annuity deductions are processed as a monthly override and withheld from employee final payments.
Deactivate Annuity Cash Match 401(a) Benefit Deduction	Notify FBMC of employee's separation from agency using form http://www.doa.virginia.gov/Payroll/TPA/TPA_EE_Status_Form.pdf	Cease cash match benefits when annuities cease.

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Task	Agency Responsibility	Bureau Responsibility
Process Court-Ordered Withholdings	Court Ordered Withholdings, other than monthly child support obligations, will be deducted from final payments.	Withhold court ordered deductions relative to tax levies, liens and writs of garnishment from final payments. Child support deductions will be withheld from final payments as required to meet the employee's monthly support obligation. Notify issuing authority of employee separation when remittance is processed.
Deactivate Parking Deductions	Provide disposition on parking deductions to be withheld from final payments.	Withhold employee deductions from final payments for employees terminating mid-month, as directed. After final payment is made to the employee, deactivate the parking deductions.
Deactivate Miscellaneous Deductions, including CVC, VPEP, and VEST Deductions and VPEP Guidance	Provide instructions regarding miscellaneous deductions to the Bureau.	Process miscellaneous deductions from final pay, as directed. After final payment is made to the employee, deactivate any miscellaneous deductions.
Deactivate Virginia Credit Union (VACU) Fresh Start/Virginia State Employee Loan Program, "VSELP" deductions	Forward supporting documentation to the Bureau for outstanding VACU Fresh Start/Virginia State Employee Loan Program, "VSELP" employee loan balances.	Contact VACU Fresh Start/Virginia State Employee Loan Program, "VSELP" administrator to confirm loan balance using Fresh Start email notification. Withhold outstanding balance from final pay.
Maintain Histories of Wage Hours Worked	Make wage employees aware of the importance of retaining their calendar year end pay stubs for purposes of documenting their wage employment history.	The Bureau will not furnish prior years hours worked histories for wage employees wishing to purchase service credit.

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Task	Agency Responsibility	Bureau Responsibility
Employment Verifications	Respond to inquiries from outside parties regarding employment status and current pay and benefit entitlement information.	The Bureau does not respond to employment or third party salary verifications.
Verification of Employee Record Termination	<p>Review PMIS and BES against source documents to ensure information accuracy. Review VNAV against PMIS to ensure information accuracy.</p> <p>Utilize Payline/PAT and Reportline access to verify employee records are processed as directed. If desired, agencies may also utilize CIPPS Payroll and Leave display access.</p> <p>By certifying payroll, the Agency reasonably believes that transactions are necessary, accurate and appropriate.</p>	<p>After final payment is made to the employee, ensure all deductions have been deactivated.</p> <p>Review Report 1006, HR:M Change Listing and Edit Report 10, Payroll and Deduction Register, to verify the accuracy of the information deactivated in CIPPS.</p>

Related CAPP Topics:
50320, Terminations

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Employee Profile Changes and Data Maintenance (Manual and Automated Updates to CIPPS for Items included in the PMIS to CIPPS Auto-Update)

Many employee profile changes are effected via inbound interfaces via the PMIS-CIPPS inbound interface, the BES-CIPPS inbound interface, the PMIS-VNAV inbound interface and the VNAV-CIPPS inbound interface. For the Bureau's processes, employee data changes are authorized and evidenced by Agency data entry into PMIS, BES and VNAV.

Task	Agency Responsibility	Bureau Responsibility
Overtime Eligibility and Authoritative Source Documents to Forward to the Bureau	Update PMIS promptly for position overtime eligibility status for positions not conforming to the role code overtime eligibility status.	CIPPS will be updated via the interface from the position level overtime eligibility status reflected in PMIS. The Overtime Eligibility fields in CIPPS must equate to the values shown on the employee's PSP999 screen print.
Salary and Pay Entitlement Changes	Update PMIS timely for changes in differentials and supplements.	<p>Review Report U082 PMIS/CIPPS Update Listing daily to obtain information about changes made in PMIS.</p> <p>The Salary/Rate field and Date of Last Pay Change in CIPPS will be updated via the interface.</p> <p>Ensure the appropriate update has been made in CIPPS. If the effective date of the change is retroactively dated, calculate and process the required pay adjustments to address the retroactive period of entitlement or the retroactive removal of entitlement.</p> <p>If the effective date of the salary change is not at the onset of the employee's earnings period, calculate the value of regular pay associated with each pay entitlement based on the effective salary change date. Process a pay override for the earnings period.</p>
Verification of Employee Record Changes	<p>Review PMIS against source documents to ensure information accuracy.</p> <p>Utilize Payline/PAT and Reportline access to verify employee records are processed as directed. If desired, agencies may also utilize CIPPS Payroll and Leave display access.</p> <p>Review VNAV member record to</p>	<p>Review Report U080 PMIS/CIPPS Transaction Error Listing daily to identify and resolve errors that have occurred with the PMIS/CIPPS Auto-Update process.</p> <p>Review PMIS/VNAV error reports U184, U186 on a monthly basis to identify and resolve errors that have occurred as a result of the PMIS/VNAV auto-update process and to identify retroactive benefit</p>

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Task	Agency Responsibility	Bureau Responsibility
	ensure PMIS updates successfully interfaced and resolve any differences. By certifying payroll, the Agency reasonably believes that transactions are necessary, accurate and appropriate.	entitlements. Follow up on any errors/retroactive adjustments requiring manual intervention to ensure prompt resolution.

Related CAPP Topic:

50310, Rehires and Employee Data Maintenance

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Employee Data Changes and Maintenance (PMIS to CIPPS Auto-Update)
(Inbound Interfaces)

For classified employees, the Bureau does not manually update the following fields in CIPPS as these fields are automatically updated through the PMIS/CIPPS Auto-Update process.

Payroll Bulletin	PMIS		CIPPS	
Field Name	Field	Screen	Field	Screen
Name	Name	PSE305	Name	H0BID
Address	Addr2	PSE311	P O Box/Apt/Suite	H0BID
	Addr1	PSE311	Street Address	H0BID
	City	PSE311	City	H0BID
	State	PSE311	State	H0BID
	Zip	PSE311	Zip	H0BID
Agency Begin Date	Agy-Bg	PSE305	Ag Emp Start	H0BUO
Alien Code	Nation	PSE305	Alien Cd	H0BUO
Annual Salary	State Sal	PSE305	Annual Salary	H0BID
	Non-St Sal	PSE305		
	Spec Rate	PSE305		
Business Phone	Telephone	PSE305	Business Phone	H0BID
Birth Date	Birth	PSE305	Birth Date	H0BID
Contract Length	Employment Months (rounded to nearest whole number)	PSE305	Contract Length	H0BUO
FIPS Code	Location	PSE305	FIPS Code	H0BUO
Gender	Sx/Rc	PSE305	Sex	H0BID
Home Phone	Phone	PSE311	Home Phone	H0BID
Last Salary Change Date	Sal-Chg	PSE305	Date Last Pay Chg	H0BID
Number of Pays	Pay Sch	PSE305	Number of Pays	H0BUO
OT Eligibility Code	Overtime (codes C, N, Y)	PSC999	Overtime Status	H0BBN
Pay Band	Band	PSE305	Pay Band	H0BID
Pay Period Salary	(State Sal + Non-St Sal + Spec Rate) / Pay Sch	PSE305	Salary or Rate	H0BID
Percent Employed	Percent	PSE305	Percent Employment	HPIUS
Role Code	Role/PA/S	PSE305	Role Code	H0BUO
Standard Hours 1	(173.33 x Contract Length/Pay Sch) x (Percent/100)	PSE305	Standard Hours 1	H0BID
State Begin Date	St-Bg	PSE305	Employment Date	H0BID
Workers' Comp Code	Wrkr Cmp	PSP999	Worker's Comp Code	H0BUO

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Employee Data Changes and Maintenance (Including PMIS to CIPPS Auto-Update), continued:

Other Updates Resulting from PMIS Transactions

	CIPPS Field	Screen	Value
Employee Termination	Timecard Status	H0BID	Non-Auto
Employee Transfer Out	Timecard Status	H0BID	Non-Auto
VSDP Absence	Timecard Status	H0BID	Non-Auto
LWOP Status	Timecard Status	H0BID	Non-Auto
Salary Change/Employee Months Change/Number of Pays Change	SP 99 Contbase Amt	H10AS	(State Sal + Non-St Sal+ Spec Rate) ÷ (Employee Months times "2" if the Number of Pays are Greater Than 12 or "1" if Number of Pays are Less Than 12)
Temporary Pay Activation	Temp Pay Rate/Amt	H10AS	PMIS Temp Pay / Pay Sch
Temporary Pay Deactivation	Freq	H10AS	00
Military Pay Activation	Mil Supp Rate/Amt	H10AS	Amt from PMIS
Military Pay Deactivation	Freq	H10AS	00

Review Reports U080, U082, U084, U180, U181, U184 and U186 for items that need manual action or correction.

* Percent Employment - due to timing issues – notify CIPPS leave coordinator and manually update HPIUS and accrual rates.

Related CAPP Topic:
50310, Rehires and Employee Data Maintenance

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Workforce Transition Act – Leave Without Pay Layoff (PMIS Leave Types 21, 22, 23, and 24

Severance payments will be issued in biweekly increments until exhausted. Employees eligible to receive an odd number of severance weeks will have the odd week paid at either the beginning or end of their severance payments, depending on their final day of active employment status. Severance payments are not customarily prorated based upon the number of days in an earnings period or paid in increments of less than a week.

Task	Agency Responsibility	Bureau Responsibility
Process LWOP and Authoritative Source Documents to Forward to the Bureau	<p>Update PMIS timely for changes in LWOP-Layoff status.</p> <p>Provide to the Bureau HR written authorization of the disposition of leave balances, and the allowable benefit or voluntary deductions the employee wishes to continue having withheld from Involuntary Separation payments during the layoff status.</p> <p>Ensure WTA dates are entered in VNAV. In PMIS, the WTA date is the onset of the WTA period. In VNAV, the one year WTA period is reported as LWOP and the WTA date is reported as the end of the one year WTA period. The separation date in VNAV is recorded as the end of the WTA period. Provide the Bureau with the VNAV screen print to evidence the LWOP dates have been entered in VNAV.</p> <p>At the cessation of the WTA period, update VNAV with the WTA end date and provide the Bureau with the VNAV screen print to evidence the separation date in VNAV. Follow up on any differences between PMIS and VNAV.</p> <p>Notify the Bureau when the Agency has received notice that the employee has gained employment in a covered position.</p>	<p>Process final salary payment up to the effective date of LWOP-Layoff status.</p> <p>Administer pay for severance weeks as authorized in PMIS.</p> <p>Ensure all retirement benefits are collected prior to WTA date.</p> <p>Review VNAV reconciliation reports U170-U173 on a monthly basis to ensure the only Group Life benefits are charged via the VNAV interface during the WTA period.</p> <p>Notify agency about any differences and follow up to ensure prompt resolution.</p>

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Task	Agency Responsibility	Bureau Responsibility
Process Leave Activity	<p>If agency is a CIPPS leave user, provide leave activity forms to the Bureau to document last leave taken by employee prior to being placed on Involuntary Separation status, including any use of Pre-Layoff Leave.</p> <p>If agency is a non-CIPPS leave user, update leave system accordingly.</p>	<p>Process leave payouts based on Agency authorization.</p> <p>For CIPPS Leave agencies, process CIPPS leave activity for personal or pre-layoff leave taken prior to the Layoff status prior to any leave payout calculations.</p>
Update Deferred Compensation Election	<p>None</p> <p>No deferral and no cash match are allowed.</p>	Deactivate the deferred compensation deductions.
Retirement/ Group Life	<p>Provide written notification to the Bureau if/when an employee on LWOP-Layoff status elects to retire and provide the effective date of retirement.</p> <p>Prepare and submit VRS Form 11-A to VRS to provide notification of the employee's change in status to retirement while on LWOP-Layoff. VRS Form 11-A http://www.varetire.org/pdf/forms/vrs-11a.pdf</p>	<p>Group Life Insurance premiums are paid for the months remaining in the one-year LWOP-Layoff period following the employee's effective retirement date. To effect this, on the first working day of the month following the start of the WTA period, update the employee's record to reflect Group Insurance benefit coverage only.</p> <p>At the end of the one-year WTA period, deactivate the employee's Group Life benefit coverage.</p>
Health Insurance and Flexible Spending	Maintain BES.	At the onset of the first month of WTA status, update the employee's record to reflect the WTA associated Healthcare Provider code on HMCU1.
Optional Group Life Benefits and Supplemental Insurance Benefits	Participation and continuity are maintained by the employee and direct billed to the employee.	None
Verification of Employee Record Changes	<p>Review PMIS and VNAV to ensure accuracy of data entry.</p> <p>Utilize Payline/PAT and Reportline access to verify employee records are processed as directed. If desired, agencies may also utilize CIPPS Payroll and Leave display access.</p> <p>By certifying payroll, the Agency reasonably believes that transactions are necessary, accurate and appropriate.</p>	The Bureau will review CIPPS reports to verify the accuracy of the entries keyed into CIPPS.

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Related CAPP Topics:

50510, Unpaid Leave of Absences and Overpayments

50515, Special Payments

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Temporary Workforce Reduction Act (Furloughs)

This process will be handled on an individual basis, as needed.

Related CAPP Topics:

50510, Unpaid Leave of Absences and Overpayments

50515, Special Payments

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Suspensions – Non-Disciplinary – Paid – Leave With Pay (PMIS Leave Type 45-Leave with Pay: Pre-Disciplinary, 47-Leave with Pay: Suspension)

The employee will be paid as directed by Agency and will be paid up to the date of the unpaid suspension status. Benefits continue throughout the paid leave status period.

Task	Agency Responsibility	Bureau Responsibility
Update Employee Record to Process Suspension Date and Authoritative Source Documents to Forward to the Bureau	Update PMIS promptly to reflect the suspension status.	Process employee payment, as directed.
Verification of Employee Record Changes	Review PMIS to ensure suspension status is updated accurately. Utilize Payline/PAT and Reportline access to verify employee records are processed as directed. If desired, agencies may also utilize CIPPS Payroll and Leave display access. By certifying payroll, the Agency reasonably believes that transactions are necessary, accurate and appropriate.	The Bureau will review CIPPS reports to verify the accuracy of the entries keyed into CIPPS.

Related CAPP Topic:
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Suspensions – Non-Disciplinary – Not Paid – (PMIS Leave Type 3 – LWOP:
Suspension Stan of Cndct, 16 – LWOP: Suspension Pend Invstgtn)

For employees whose health insurance premiums may not be collected due to Leave Without Pay, the Agency should collect the premiums. When employee premiums are not collected through payroll, the Healthcare reconciliation will reflect auto-charges for the employee premium amounts. This measure has been taken to ensure the agency is aware of the debt owed by the employee and will take the appropriate collection action.

In accordance with DHRM policy, employees retain retirement benefit coverage if the LWOP absence is less than 15 calendar days. Once the Leave Without Pay absence has extended beyond 15 calendar days and has crossed over the first working day of the month, the employee will be benefited for only Group Life insurance coverage. Group life insurance coverage may continue for up to 24 months, with the agency making the full contribution.

Task	Agency Responsibility	Bureau Responsibility
Update Employee Record to Process Suspension Date and Authoritative Source Documents to Forward to the Bureau	Update PMIS timely to reflect the LWOP suspension.	PMIS serves as the authoritative source to evidence the effective date of the LWOP. Process payment up to the date of the unpaid suspension status.
Update Annual Leave Accrual Eligibility Date when Suspension exceeds 14 Calendar Days	Update PMIS promptly to reflect changes in the Leave Anniversary date for purposes of annual leave accrual.	For CIPPS Leave agencies, update CIPPS Adjusted Employment date for purposes of leave accrual to correspond to PMIS.

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Task	Agency Responsibility	Bureau Responsibility
Healthcare Benefits	<p>Maintain BES.</p> <p>Healthcare coverage may be continued for up to 12 months, but after the month in which the suspension occurred, there is no state contribution; employee must pay the entire premium (both the agency and employee portions of healthcare).</p> <p>Collect health care premiums via personal check from the LWOP employee if healthcare deductions cannot be used to collect arrearages when the employee has been returned from LWOP status.</p> <p>When receiving checks for health insurance and flex, the agency is responsible for coding each portion distinctly and for providing copies of the checks to the Bureau.</p>	<p>Process Agency paid benefits throughout the unpaid suspension period in accordance with policy and CAPP.</p>
Group Life Benefits	<p>Provide direction to the Bureau regarding Group Life contributions. Group Life contributions may continue for up to 24 months.</p>	<p>Process Agency paid benefits throughout the unpaid suspension period in accordance with policy and CAPP.</p>

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Retirement	<p>In accordance with VRS business rules, if an absence is greater than 14 days and the employee is in a LWOP status on the first working day of the month, no retirement benefits are due or collected.</p> <p>Update VNAV with LWOP dates when suspension is greater than 14 calendar days.</p> <p>Provide the VNAV screen print to the Bureau to evidence the LWOP period.</p>	<p>When retirement is not collected via CIPPS, the VNAV/CIPPS auto reconciliation will reflect auto-charges for employee owed amounts.</p> <p>Ensure LWOP actions shown on the CIPPS interface reports are researched and retirement is appropriately collected based on the VRS business rules. Follow up with agency regarding any differences.</p> <p>For absences greater than 14 days, update CIPPS to indicate Group Life Insurance benefit only, in accordance with DHRM policy, CAPP and VRS business rules.</p> <p>Once the LWOP period has ended and the employee has returned to active pay status, update CIPPS to reflect the employee's retirement benefit participation.</p>
Optional Group Life Benefits and Supplemental Insurance Benefits	Participation and continuity is maintained by the employee.	None
Flexible Spending	Maintain BES.	Collect unpaid FSA Administrative Fees via payroll when employees return from Leave Without Pay status.
Deferred Compensation	No deferral allowed and no cash match received.	Not eligible, deactivate deduction.

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Task	Agency Responsibility	Bureau Responsibility
Verification of Employee Record Changes	<p>Review PMIS and VNAV to ensure the suspension status and suspension date are updated accurately.</p> <p>Utilize Payline/PAT and Reportline access to verify employee records have been processed as directed. If desired, agencies may also utilize CIPPS Payroll and Leave display access.</p> <p>By certifying payroll, the Agency reasonably believes that transactions are necessary, accurate and appropriate.</p>	<p>The Bureau will review CIPPS reports to verify the accuracy of the entries keyed into CIPPS.</p>

Related CAPP Topic:
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Leave Without Pay – Personal – (PMIS Leave Type 09: LWOP: Personal)

In accordance with DHRM and VRS policies, employees in an LWOP-Personal status on the first working day of the month are eligible for healthcare coverage and participation in the Flexible Reimbursement program. With respect to VRS benefits, employees in an LWOP-Personal status on the first working day of the month are eligible for only the Group Life insurance benefit. Group life insurance coverage may continue for up to 24 months. It is at the agency's discretion whether to charge the employee or bear the cost of the Group Life benefit contribution.

Task	Agency Responsibility	Bureau Responsibility
Process LWOP and Authoritative Source Documents to Forward to the Bureau	Update PMIS timely to reflect the LWOP. Ensure LWOP dates are updated in VNAV for absences greater than 14 days, in accordance with VRS business rules. Provide the Bureau with VNAV screen prints to evidence the LWOP dates in VNAV.	PMIS serves as the authoritative source to evidence the effective date of the LWOP. Process payment up to the date of the Leave Without Pay status.
Process Leave Entitlement Changes	Update PMIS Leave Anniversary Date promptly to reflect changes in leave entitlement.	For CIPPS Leave agencies, update CIPPS adjusted employment date to correspond to PMIS.
Healthcare Benefits	Maintain BES. Healthcare coverage may be continued for up to 6 months, but there is no state contribution; employee must pay the entire premium (both the agency and employee portions of healthcare). Collect health care premiums via personal check from the LWOP employee if healthcare deductions cannot be used to collect arrearages when the employee has been returned from LWOP status or if leave share is not in effect. When receiving checks for health insurance and flex, the agency is responsible for coding each portion distinctly and for providing copies of the checks to the Bureau.	Process Agency paid benefits throughout the LWOP period in accordance with policy and CAPP. Collect Healthcare benefits if leave share donations are being processed.
Group Life Benefits	None	Process Agency paid benefits throughout the LWOP period in accordance with policy and CAPP.
Retirement Benefits	In accordance with VRS business rules, if an absence is greater than 14 days and the employee is in a LWOP status on the first working day of the month, no retirement	When retirement is not collected via CIPPS, the VNAV/CIPPS auto reconciliation will reflect auto-

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Task	Agency Responsibility	Bureau Responsibility
	<p>benefits are due or collected.</p> <p>Update VNAV with LWOP dates when suspension is greater than 14 calendar days.</p> <p>Provide the VNAV screen print to the Bureau to evidence the LWOP period.</p>	<p>charges for employee owed amounts.</p> <p>Ensure LWOP actions shown on the CIPPS interface reports are researched and retirement is appropriately collected based on the VRS business rules.</p> <p>For absences greater than 14 days, update CIPPS to indicate Group Life Insurance benefit only, in accordance with DHRM policy, CAPP and VRS business rules.</p> <p>Once the LWOP period has ended and the employee has returned to active pay status, update CIPPS to reflect the employee's retirement benefit participation.</p>
Optional Group Life Benefits and Supplemental Insurance Benefits	Participation and continuity is maintained by the employee.	None
Flexible Spending	Maintain BES.	<p>If not paid via personal check, collect unpaid FSA Administrative Fees via payroll when employees return from Leave Without Pay status.</p> <p>If employee is receiving Leave Share, collect Flexible spending and FSA Administrative Fees via payroll.</p>
Deferred Compensation	No deferral allowed and no cash match received.	Not eligible, deactivate deduction.
Verification of Employee Record Changes	<p>Review PMIS and VNAV to ensure accuracy of data entry.</p> <p>Utilize Payline/PAT and Reportline access to verify employee records are processed as directed. If desired, agencies may also utilize</p>	The Bureau will review CIPPS reports to verify the accuracy of the entries keyed into CIPPS.

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	CIPPS Payroll and Leave display access. By certifying payroll, the Agency reasonably believes that transactions are necessary, accurate and appropriate.	

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Leave Without Pay – FMLA or Medical – (PMIS Leave Type 18 LWOP: Medical)

In accordance with DHRM and VRS policies, employees in an LWOP-Medical status on the first working day of the month are eligible for healthcare coverage and participation in the Flexible Reimbursement program. With respect to VRS benefits, employees in an LWOP-Medical status on the first working day of the month are eligible for only the Group Life insurance benefit. Group life insurance coverage may continue for up to 24 months.

Task	Agency Responsibility	Bureau Responsibility
Process LWOP and Authoritative Source Documents to Forward to the Bureau	<p>Update PMIS timely to reflect the LWOP.</p> <p>Ensure LWOP dates are updated in VNAV for absences greater than 14 days, in accordance with VRS business rules.</p> <p>Provide the Bureau with VNAV screen prints to evidence the LWOP dates in VNAV.</p>	<p>PMIS serves as the authoritative source to evidence the effective date of the LWOP.</p> <p>Process payment up to the date of the Leave Without Pay status.</p>
Process Leave Entitlement Changes	Update PMIS Leave Anniversary Date promptly to reflect changes in leave entitlement.	For CIPPS leave agencies, update CIPPS adjusted employment date to correspond to PMIS.
Healthcare Benefits	<p>Maintain BES.</p> <p>Agency continues to pay employer health care premium for up to 12 months and employee is responsible for his or her portion of the premium.</p> <p>Collect health care premiums via personal check from the LWOP employee if employee is not receiving Leave Share and if healthcare deductions cannot be used to collect arrearages when the employee has been returned from LWOP status.</p> <p>When receiving checks for health insurance and flex, the agency is responsible for coding each portion distinctly and for providing copies of the checks to the Bureau.</p>	<p>Process Agency paid benefits throughout the LWOP period in accordance with policy and CAPP.</p> <p>If employee is receiving Leave Share, collect healthcare premiums via payroll.</p>
Group Life Benefits	None	Process Agency paid benefits throughout the LWOP period in accordance with policy and CAPP.

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Task	Agency Responsibility	Bureau Responsibility
Retirement Benefits	<p>In accordance with VRS business rules, if an absence is greater than 14 days and the employee is in a LWOP status on the first working day of the month, no retirement benefits are due or collected.</p> <p>Update VNAV with LWOP dates when suspension is greater than 14 calendar days.</p> <p>Provide the VNAV screen print to the Bureau to evidence the LWOP period.</p>	<p>When retirement is not collected via CIPPS, the VNAV/CIPPS auto reconciliation will reflect auto-charges for employee owed amounts.</p> <p>Ensure LWOP actions shown on the CIPPS interface reports are researched and retirement is appropriately collected based on the VRS business rules.</p> <p>For absences greater than 14 days, update CIPPS to indicate Group Life Insurance benefits only, in accordance with DHRM policy, CAPP and VRS business rules.</p> <p>Once the LWOP period has ended and the employee has returned to active pay status, update CIPPS to reflect the employee's retirement benefit participation.</p>
Flexible Spending	Maintain BES.	If employee has not paid via personal check or is not receiving leave share, collect unpaid FSA Administrative Fees via payroll when employees return from Leave Without Pay status.
Process Deferred Compensation Election Changes	No deferral allowed and no cash match received.	Not eligible, deactivate deduction.
Verification of Employee Record Changes	<p>Review PMIS and VNAV to ensure accuracy of data entry.</p> <p>Utilize Payline/PAT and Reportline access to verify employee records are processed as directed. If desired, agencies may also utilize CIPPS Payroll and Leave display access.</p> <p>By certifying payroll, the Agency reasonably believes that transactions are necessary, accurate and appropriate.</p>	The Bureau will review CIPPS reports to verify the accuracy of the entries keyed into CIPPS.

Related CAPP Topic:
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Leave Without Pay – Military – (PMIS Leave Type 05 LWOP: Military Leave)

In accordance with DHRM and VRS policies, employees in an LWOP-Military status on the first working day of the month are eligible for continued healthcare coverage and participation in the Flexible Reimbursement program. With respect to VRS benefits, employees in an LWOP-Military status on the first working day of the month are eligible for only the Group Life insurance benefit. Group life insurance coverage may continue for up to 24 months.

Task	Agency Responsibility	Bureau Responsibility
Process LWOP and Authoritative Source Documents to Forward to the Bureau	<p>Update PMIS timely to reflect the LWOP.</p> <p>Ensure LWOP dates are updated in VNAV for absences greater than 14 days, in accordance with VRS business rules.</p> <p>Provide the Bureau with VNAV screen prints to evidence the LWOP dates in VNAV.</p>	<p>PMIS serves as the authoritative source to evidence the effective date of the LWOP.</p> <p>Process payment up to the date of the Leave Without Pay status.</p>
Process Leave Entitlement Changes	<p>Update PMIS Leave Anniversary Date promptly to reflect changes in leave entitlement.</p> <p>Employees continue to accrue annual leave and traditional sick leave for 90 calendar days.</p>	For CIPPS leave agencies, update CIPPS adjusted employment date to correspond to PMIS.
Maintain Healthcare Benefits	Maintain BES.	Collect healthcare benefits via payroll if employee is receiving Military Supplement pay.
Group Life Benefits	None	Process Agency paid benefits for 24 months in accordance with policy and CAPP.
Retirement Benefits	<p>In accordance with VRS business rules, if an absence is greater than 14 days and the employee is in a LWOP status on the first working day of the month, no retirement benefits are due or collected.</p> <p>Update VNAV with LWOP dates when suspension is greater than 14 calendar days.</p> <p>Provide the VNAV screen print to the Bureau to evidence the LWOP period.</p>	<p>When retirement is not collected via CIPPS, the VNAV/CIPPS auto reconciliation will reflect auto-charges for employee owed amounts.</p> <p>Ensure LWOP actions shown on the CIPPS interface reports are researched and retirement is appropriately collected based on the VRS business rules.</p>

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Task	Agency Responsibility	Bureau Responsibility
		<p>For absences greater than 14 days, update CIPPS to indicate Group Life Insurance benefits only, in accordance with DHRM policy, CAPP and VRS business rules.</p> <p>Once the LWOP period has ended and the employee has returned to active pay status, update CIPPS to reflect the employee's retirement benefit participation.</p>
Optional Group Life Benefits and Supplemental Insurance Benefits	Participation and continuity is maintained by the employee.	None
Flexible Spending	Maintain BES.	If not paid via personal check or if not receiving leave share, collect unpaid FSA Administrative Fees via payroll when employees return from Leave Without Pay status.
Deferred Compensation Benefit	Upon the employee's return to state service, 457 deferrals and eligible cash match make up allowed if returning within the provisions of USERRA.	Process deferrals as reflected on the TPA interface reports.
Verification of Employee Record Changes	<p>Review PMIS and VNAV to ensure accuracy of data entry.</p> <p>Utilize Payline/PAT and Reportline access to verify employee records are processed as directed. If desired, agencies may also utilize CIPPS Payroll and Leave display access.</p> <p>By certifying payroll, the Agency reasonably believes that transactions are necessary, accurate and appropriate.</p>	The Bureau will review CIPPS reports to verify the accuracy of the entries keyed into CIPPS.

Related CAPP Topic:
50510, Unpaid Leaves of Absences and Overpayments

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Leave Without Pay – Educational – (PMIS Leave Type 17 LWOP: Educational)

In accordance with DHRM and VRS policies, employees in an LWOP-Educational status on the first working day of the month are eligible for healthcare coverage and participation in the Flexible Reimbursement program. With respect to VRS benefits, employees in an LWOP-Educational status on the first working day of the month are eligible for only the Group Life insurance benefit. Group life insurance coverage may continue for up to 24 months

Task	Agency Responsibility	Bureau Responsibility
Process LWOP and Authoritative Source Documents to Forward to the Bureau	Update PMIS timely to reflect the LWOP. Ensure LWOP dates are updated in VNAV for absences greater than 14 days, in accordance with VRS business rules. Provide the Bureau with VNAV screen prints to evidence the LWOP dates in VNAV.	PMIS serves as the authoritative source to evidence the effective date of the LWOP. Process payment up to the date of the Leave Without Pay status.
Process Leave Entitlement Changes	Update PMIS Leave Anniversary Date promptly to reflect changes in leave entitlement.	For CIPPS leave agencies, update CIPPS adjusted employment date to correspond to PMIS.
Healthcare Benefits	Collect health care premiums via personal check from the LWOP employee if no leave share or healthcare deductions cannot be used to collect arrearages when the employee has been returned from LWOP status. When receiving checks for health insurance and flex, the agency is responsible for coding each portion distinctly and for providing copies of the checks to the Bureau.	Collect health care from Process Agency paid benefits throughout the LWOP period in accordance with policy and CAPP.
Group Life Benefits	None	Process Agency paid benefits throughout the LWOP period in accordance with policy and CAPP, up to 24 months.
Retirement Benefits	In accordance with VRS business rules, if an absence is greater than 14 days and the employee is in a LWOP status on the first working day of the month, no retirement benefits are due or collected.	When retirement is not collected via CIPPS, the VNAV/CIPPS auto reconciliation will reflect auto-charges for employee owed amounts.

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Task	Agency Responsibility	Bureau Responsibility
	<p>Update VNAV with LWOP dates when suspension is greater than 14 calendar days.</p> <p>Provide the VNAV screen print to the Bureau to evidence the LWOP period.</p>	<p>Ensure LWOP actions shown on the CIPPS interface reports are researched and retirement is appropriately collected based on the VRS business rules.</p> <p>For absences greater than 14 days, update CIPPS to indicate Group Life Insurance benefits only, in accordance with DHRM policy, CAPP and VRS business rules.</p> <p>Once the LWOP period has ended and the employee has returned to active pay status, update CIPPS to reflect the employee's retirement benefit participation.</p>
Optional Group Life Benefits and Supplemental Insurance Benefits	Participation and continuity is maintained by the employee.	None
Flexible Spending	Maintain BES. Collect flexible spending via personal check if no leave share.	Collect flexible spending and flexible spending fee from leave share if donated.
Process Deferred Compensation Election Changes	No deferral allowed and no cash match received.	Not eligible, deactivate deduction.
Verification of Employee Record Changes	<p>Review PMIS and VNAV to ensure accuracy of data entry.</p> <p>Utilize Payline/PAT and Reportline access to verify employee records are processed as directed. If desired, agencies may also utilize CIPPS Payroll and Leave display access.</p> <p>By certifying payroll, the Agency reasonably believes that transactions are necessary, accurate and appropriate.</p>	The Bureau will review CIPPS reports to verify the accuracy of the entries keyed into CIPPS.

Related CAPP Topic:
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Leave Share

The Leave Share program permits eligible employees in Leave Without Pay (LWOP) status to receive income by using annual leave hours donated to them by other employees. Leave share is income sustenance, but the employee remains in a LWOP status for benefit treatment.

Task	Agency Responsibility	Bureau Responsibility
Process LWOP and Authoritative Source Documents to Forward to the Bureau	<p>Update PMIS timely to reflect the effective date of the LWOP.</p> <p>Provide written authorization to the Bureau of any leave donations to be used to support income continuity for the employee. Include the details of the donor name, EIN and number of annual leave hours donated for each of the periods that the recipient is on Leave Share.</p>	<p>PMIS serves as the authoritative source to evidence the effective date of the LWOP.</p>
Leave Share Donations	<p>Maintain an accounting of the donations made with distinction for those donations used and those pending.</p> <p>Provide written authorization of the benefits the employee is eligible to receive during the LWOP period, including whether the employee must bear both the agency and employee portions of healthcare.</p>	<p>For CIPPS Leave agencies, perform the required CIPPS leave maintenance to the donor's leave balances.</p> <p>Process Leave Share payments for the employee based on the leave donations that have been authorized.</p> <p>For CIPPS Leave agencies, process Leave Without Pay leave transactions for the employee while on leave share.</p>
Process Leave Entitlement Changes	<p>Update PMIS Leave Anniversary Date promptly to reflect changes in leave entitlement.</p>	<p>For CIPPS Leave agencies, update CIPPS adjusted employment date to correspond to PMIS.</p>
Healthcare Benefits	<p>Maintain Healthcare and flex entitlements in BES.</p>	<p>Collect healthcare from leave share donations.</p>
Group Life Benefits	<p>None</p>	<p>Process Agency paid benefits throughout the LWOP period in accordance with policy and CAPP.</p>
Retirement Benefits	<p>In accordance with VRS business rules, if an absence is greater than 14 days and the employee is in a LWOP status on the first working day of the month, no retirement</p>	<p>Ensure LWOP actions shown on the CIPPS interface reports are researched and retirement is</p>

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Task	Agency Responsibility	Bureau Responsibility
	<p>benefits are due or collected.</p> <p>Update VNAV with LWOP dates when greater than 14 calendar days.</p> <p>Provide the VNAV screen print to the Bureau to evidence the LWOP period.</p>	<p>appropriately collected based on the VRS business rules.</p> <p>For absences greater than 14 days, update HMCU1 to "G" to indicate Group Life only, in accordance with DHRM policy, CAPP and VRS business rules.</p> <p>Once the LWOP period has ended and the employee has returned to active pay status, update CIPPS to reflect the employee's retirement benefit participation.</p>
Optional Group Life Benefits and Supplemental Insurance Benefits	Participation and continuity is maintained by the employee.	None
Flexible Spending	None	Collect Flex Reimbursement deductions and Flex Admin Fee from Leave Share payments.
Deferred Compensation	No deferral allowed and no cash match received	Not eligible, deactivate deduction.
Verification of Employee Record Changes	<p>Review PMIS and VNAV to ensure accuracy of data entry and to ensure leave share is entered into PMIS.</p> <p>Utilize Payline/PAT and Reportline access to verify employee records are processed as directed. If desired, agencies may also utilize CIPPS Payroll and Leave display access.</p> <p>By certifying payroll, the Agency reasonably believes that transactions are necessary, accurate and appropriate.</p>	The Bureau will review CIPPS reports to verify the accuracy of the entries keyed into CIPPS.

Related CAPP Topic:
50515, Special Payments

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Programmatic Coding Maintenance

When full or part-time employee status changes (salary/wage) occur, object codes change and programmatic coding must be updated.

Allow two days for programmatic coding to be changed in the event validation tables require updating before assigning the programmatic coding to the employees' records.

Task	Agency Responsibility	Bureau Responsibility
Update Programmatic Coding Changes and Authoritative Source Documents to Forward to the Bureau	<p>Depending on the agency decision to follow PMIS or transmittals, advise the Bureau when programmatic coding changes are made.</p> <p>If programmatic coding changes are evidenced in PMIS, update the PMIS screen PSP999 or PSW999 to evidence the programmatic coding for the employee programmatic coding changes.</p> <p>Establish Cardinal table entries if required, when programmatic coding changes are made.</p>	<p>Update programmatic coding using the direction provided by the agency, i.e., either the PMIS values, or the transmittals provided by the agency.</p> <p>Update CIPPS programmatic coding changes and establish NSSA table entries, if required, prior to updating the employee's programmatic code.</p> <p>Notify the agency fiscal management if problems are encountered with the NSSA process.</p>
Verification of Employee Record Changes	<p>Review PMIS screen prints against source documents to ensure accuracy.</p> <p>Utilize Reportline access to verify employee records are processed as directed. If desired, agencies may also utilize CIPPS Payroll and Leave display access.</p>	<p>The Bureau will review CIPPS reports to verify the accuracy of the entries keyed into CIPPS.</p>

Related CAPP Topic:
50125, Programmatic Data

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Overtime Eligibility Maintenance

Task	Agency Responsibility	Bureau Responsibility
Maintain FLSA Status and Overtime Eligibility and Authoritative Source Documents and Documents to Forward to the Bureau	Update the overtime eligibility and FLSA status in PMIS. PMIS values serve as the authorizing source indicating the change to be made to the employee's record.	For CIPPS Leave agencies, update FLSA status. The PMIS/CIPPS interface updates OT eligibility and factors in CIPPS. The Bureau does not permit discrepancies between the PMIS Overtime Eligibility values and CIPPS Overtime Eligibility values.
Verification of Employee Record Changes	Review PMIS against source documents to ensure accuracy.	The Bureau will review CIPPS reports to verify the accuracy of the entries keyed into CIPPS.

Related CAPP Topic:
50310, Rehires and Employee Data Changes

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Direct Deposit Information Maintenance

Agency management should enforce the Direct Deposit policy issued in August 2008 which requires that employees hired or rehired on or after August 1, 2008 receive their net pay via electronic deposit. While DOA does not mandate statewide direct deposit for existing employees, effective August 1, 2008, individual agencies were granted authority to invoke a mandatory direct deposit policy. Any policy developed by the agency that does not provide for a 100% mandate should be soundly documented to include rationale for excluding certain groups of employees (by either employment type or location, etc.). Similarly, any exception granted to a “mandated group” should be documented for reasonableness of employment practices. More information on employee groups that can be excepted from the policy is available in CAPP Topic 50445.

Task	Agency Responsibility	Bureau Responsibility
Enforce the Use of Direct Deposit and Authoritative Source Documents to Forward to the Bureau	<p>Require employees to follow Direct Deposit Policy.</p> <p>Forward the completed Employee Direct Deposit Authorization Form along with required bank documentation to the Bureau for processing. Do not accept the VACU Payroll Authorization Form as a substitute form for executing changes to banking elections. Direct Deposit Authorization Form http://www.doa.virginia.gov/Payroll/Forms/DirectDeposit.pdf</p> <p>Encourage employees for whom direct deposit is not an option to use the Virginia Pay Card program or EPPI card, which provides for the employee’s net pay to be transmitted to a debit card. Forward the employee’s completed enrollment form to the State Payroll Operations unit.</p> <p>Notify the Bureau once the employee has received the Pay Card in the mail.</p> <p>EPPI Card Enrollment form https://www.eppicard.com/vaeducclient/pdf/VA_Payroll_Enrollment_Form.pdf</p> <p>Advise the employee that direct deposit should not be used as a means of making voluntary spousal or child support payments.</p>	<p>Accept only the Employee Direct Deposit Authorization Form as the authoritative source document.</p> <p>Establish the banking information in CIPPS as reflected on the Employee Direct Deposit Authorization Form.</p> <p>Employees’ direct deposit elections and amounts will not be shared with their relatives via telephone. Employees contacting the Bureau via telephone who can provide proof of identification will be assisted.</p> <p>Establish the direct deposit deduction after notification from the employee’s agency that the employee has received the Pay Card in the mail.</p> <p>Direct deposit accounts are not established for the purpose of making voluntary spousal or child support payments.</p>

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Task	Agency Responsibility	Bureau Responsibility
Direct Deposit Changes	<p>Advise the employee that all banking changes must be submitted on the Direct Deposit Authorization Form.</p> <p>Changes cannot be executed by means of telephonic communications.</p> <p>Notify employees electing to close their bank account or change their banking elections to allow five business days for the change to be effective.</p>	Update banking elections only for completed Direct Deposit Authorization Forms authorizing the change.
Bank Account Closure	Notify employees who close their bank accounts after payroll certification but prior to pay day that payment of funds may be delayed due to the timing of the action taken.	Direct Deposit funds are transmitted the morning following the nightly payroll calculation and are not readily retrievable once the funds have been transmitted to the originating financial institution.
Verification of Employee Record Changes	<p>Review Report 831, Employees who did not have direct deposit in this payroll and have employment dates after 7/31/2008, each quarter for repeating employees and address situations that are not being resolved within reasonable periods of time.</p> <p>Utilize Payline/PAT and Reportline access to verify that employee records have been processed as directed. If desired, agencies may also utilize CIPPS Payroll display access.</p> <p>By certifying payroll, the Agency reasonably believes that transactions are necessary, accurate and appropriate.</p>	<p>Direct deposit information established in CIPPS is independently verified by an authorized reviewer who will initial the documents to document that the information has been updated in CIPPS correctly.</p> <p>As part of the CIPPS Quarterly Reconciliation and Certification process, on a quarterly basis, review Report 831, Employees who did not have direct deposit in this payroll and have employment dates after 7/31/2008, to identify repeating employees, and if found, and refer exceptions to the Agency for resolution.</p> <p>The Bureau will review CIPPS reports to verify the accuracy of the entries keyed into CIPPS.</p>

Related CAPP Topic:
50445, Direct Deposit

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IV. Maintenance of Employee Taxes, Benefits, Voluntary Deductions and Court Ordered Withholdings

Section Overview

This section includes the processes associated with the administration of employee withholding taxes, state sponsored benefit programs and the establishment and maintenance of voluntary payroll deductions, including court-ordered withholdings.

Employee Federal and State Taxes Maintenance

Task	Agency Responsibility	Bureau Responsibility
Maintain Tax Records and Authoritative Source Documents to Forward to the Bureau	<p>Provide the Bureau with copies of Federal and State Tax Withholding Forms W-4 Form http://www.irs.gov/pub/irs-pdf/fw4.pdf</p> <p>VA-4 Form http://www.tax.virginia.gov/web_pdfs/busForms/va4.pdf</p> <p>Please refer to the Employee Federal and State Taxes section for more information.</p> <p>Ensure completeness of tax form prior to submission to the Bureau.</p> <p>Ensure employee's identification numbers are reflected on all tax forms.</p>	<p>Establish the tax record using the employee tax forms.</p> <p>Notify Agency if tax forms cannot be used to establish tax withholding due to insufficient/incomplete forms. Absent a valid tax withholding form, the employee's tax withholding will be established with single status and zero exemptions.</p>
Renewal of Tax Forms Annually	<p>For email notifications from the Bureau of employees required to renew their tax forms annually, follow up with employees to ensure they submit the required tax forms by the required deadlines.</p>	<p>Prepare email notices to agencies for employees required to renew tax forms annually due to filing exemption from federal and or state income taxes. The Bureau will direct the email to the agency coordinators, not the individual employees.</p>

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Task	Agency Responsibility	Bureau Responsibility
Employees Residing Outside State of Virginia	For one employee residing outside of Virginia who wishes to have resident state taxes withheld from pay, the agency should not establish a non-resident employer account for that state. As an alternative, the employee may have Virginia taxes withheld, or may claim exemption from Virginia taxes and pay estimated income taxes to the resident state. For two or more employees residing in the same state and desiring to have resident state taxes withheld, the agency should apply for a non-resident employer account in order to withhold the resident state taxes from non-resident employees. Withholding of the reciprocal state tax cannot commence prior to having the employer account established for the agency.	Manage the reciprocal tax process for non-resident state employees who are already having their resident state taxes withheld from their pay, and ensure tax payments are remitted to the appropriate tax jurisdictions within the prescribed deadlines.
Verification of Employee Record Changes	Utilize Payline/PAT and Reportline access to verify that employee records have been processed as directed. If desired, agencies may also utilize CIPPS Payroll display access. By certifying payroll, the Agency reasonably believes that transactions are necessary, accurate and appropriate.	The Bureau will review CIPPS reports to verify the accuracy of the entries keyed into CIPPS. Review reports 806, 823, 824 to identify employees claiming exemption from Federal and State income taxes and for those employees claiming earned income credit advance.

Related CAPP Topic:
50315, Employee Tax Maintenance

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Healthcare Deduction Maintenance

Provide advance written notification to the Bureau when employees will be transferring to other state agencies or leaving state service before the 24th of the month. Failure to notify the Bureau of an employee leaving mid-month may result in uncollected premiums. If the Bureau has not been notified in sufficient time to collect the full month's premium, the agency will be responsible for collecting the unpaid premium.

Task	Agency Responsibility	Bureau Responsibility
Health Care Benefits Changes and Authoritative Source Documents to Forward to the Bureau	Update BES promptly for all healthcare coverage changes and new enrollments.	<p>Healthcare benefits will interface from BES. The PSB305 screen print serves as the authoritative source document.</p> <p>Review the U130 BES/CIPPS Transaction Error Listing and U131 BES/CIPPS Update Listing interface reports.</p> <p>Ensure the employees' records have been properly updated for the changes made in BES.</p> <p>Ensure appropriate collections are made from the employee for coverage changes.</p> <p>Collect all healthcare premiums due for the month from employees separating from the agency during the month.</p>
Retroactive Changes	<p>Update BES promptly for all healthcare enrollment changes due to mid-year qualifying events.</p> <p>Notify employee of any additional premiums that may be owed as a result of retroactive changes.</p>	Collect the employee's premium for retroactive changes through payroll by the end of the month following the month of the PMIS update for the retroactive change.
Prior Year Changes for Terminated Employees	Agencies may be requested to issue refunds through Accounts Payable for prior calendar year retroactive changes for terminated employees.	Prepare the corrections to prior years' W-2 information if retroactive changes affected prior years and the correction could not be made in the current calendar year.

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Task	Agency Responsibility	Bureau Responsibility
Verification of Employee Record Changes	<p>Review BES data entry against source documents to ensure information accuracy and to ensure appropriateness of elected health care coverage.</p> <p>Utilize Payline/PAT or Reportline access to verify that employee records have been processed as directed. If desired, agencies may also utilize CIPPS Payroll display access.</p> <p>By certifying payroll, the Agency reasonably believes that transactions are necessary, accurate and appropriate.</p>	<p>The Bureau will review CIPPS reports to verify the accuracy of the entries keyed into CIPPS.</p>

Related CAPP Topic:
50430, Health Insurance

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Flexible Spending Accounts (FSA) and FSA Administrative Fee Deduction
Maintenance

Task	Agency Responsibility	Bureau Responsibility
FSA Benefit Changes and Authoritative Source Documents to Forward to the Bureau	<p>Update BES promptly to reflect employee FSA deductions.</p> <p>Ensure employees are aware of elections made with respect to flexible spending accounts and that election errors are promptly corrected in BES.</p> <p>Communicate FSA Administrative Fee requirements to employees electing to participate in the FSA benefits program.</p>	<p>The PSB305 serves as the authoritative system document.</p> <p>Ensure appropriate collections are made from the employee for FSA enrollments and mid-year qualifying event changes.</p> <p>Review the U130 BES/CIPPS Transaction Error Listing and U131 BES/CIPPS Update Listing interface reports.</p> <p>Ensure the employee records have been properly updated for the changes made in BES.</p> <p>Ensure the appropriate FSA Administrative Fee is established based on the employee's participation in the FSA program.</p>
Current or Future Dated Changes	N/A	For changes that are current or future dated, the interface reports will be used and screen prints will not be requested.
Retroactive Changes	Notify employee of any additional amounts that may be owed as a result of retroactive changes.	<p>The PSB305 serves as the authoritative system document to reflect those changes retroactive to prior months.</p> <p>Collect retroactive changes in Employee FSA deductions and Administrative Fee through payroll within one month following the date on which the retroactive change was made.</p>

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Task	Agency Responsibility	Bureau Responsibility
Prior Year Changes for Terminated Employees	Agencies may be requested to issue refunds through Accounts Payable for prior calendar year retroactive changes for terminated employees.	Prepare the corrections to prior years' W-2 information if retroactive changes affected prior years and the correction could not be made in the current calendar year.
Employees not in Active Pay Status	Administer FSA deductions for employees not in an active pay status (see sections on LWOP statuses).	Deduct the full month of FSA deductions from final pay for employees separating from the state mid-month. Collect unpaid FSA Administrative Fees via payroll when employees return from Leave Without Pay status.
Errors Discovered After Calendar Year End	Obtain DHRM approval after the calendar year has closed for any errors discovered with respect to FSA deductions prior to requesting any refunds or adjustments to current FSA deductions.	Prepare the corrections to prior years' W-2 information if retroactive changes affected prior years and the correction could not be made in the current calendar year.
Employee Transfer to Other Agency	Provide advance written notification to the Bureau when employees will be transferring to other state agencies before the 10 th of the month.	Provide employees transferring between agencies the choice of having the flexible spending account deduction doubled up by the sending agency or splitting their semi-monthly deductions between the two employing agencies for the month in which the transfer occurs.
Employee Leaving State Service	Provide advance written notification to the Bureau when employees will be leaving state service before the 10 th of the month.	Process the full month of FSA deductions from final pay for those employees leaving state service mid-month.
Verification of Employee Record Changes	Review BES data entry against source documents to ensure information accuracy. Utilize Payline/PAT or Reportline access to verify that employee records have been processed as directed. If desired, agencies may also utilize CIPPS Payroll display access. By certifying payroll, the Agency reasonably believes that transactions are necessary, accurate and appropriate.	The Bureau will review CIPPS reports to verify the accuracy of the entries keyed into CIPPS. Review the semi-monthly Report U075, Reimbursement Accounts Error Report and resolve any exceptions noted.

Related CAPP Topic:
50435 Flexible Reimbursement

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VRS State Retirement Benefits

Enrollment in VRS benefits is controlled through the VNAV to CIPPS Interface. Retirement benefit changes are not manually updated in CIPPS unless the interface process has failed to update the employee's records. Manual CIPPS updates must be authorized by copies of employees' VNAV member profiles reflecting the retirement plans and effective enrollment dates.

Task	Agency Responsibility	Bureau Responsibility
Retirement Benefits for Active Employees and Authoritative Source Documents to Forward to the Bureau	<p>Provide the Bureau written notification of the retirement plan in which the employee will participate.</p> <p>Provide the Bureau with the VNAV member profile screen print to evidence the retirement plan the employee will participate.</p> <p>Ensure employee VNAV plan update and accuracy of effective participation date. Follow up with VRS to resolve any differences.</p> <p>The authoritative source document to establish retirement benefits for the new hire, rehire or the change in employment status to a retirement eligible position is the VNAV screen print evidencing the retirement plan and eligibility date (effective begin date).</p>	<p>For VRS benefits not interfaced, establish the employee's retirement plan in CIPPS as directed and in accordance with the VNAV member profile.</p> <p>Ensure retirement contributions for all eligible periods have been collected.</p>
Changes in Employment Status to a VRS Covered Position	<p>Provide the Bureau the retirement plan in which the employee will participate and the start date for such participation.</p> <p>Provide the Bureau the VNAV member screen print to substantiate the VRS begin date and ensure no differences exist between the PMIS salary and begin date and the VNAV creditable compensation and begin date. Resolve any creditable compensation or effective date differences with VRS and provide resolution status to the Bureau.</p>	<p>For VRS benefits not interfaced, establish all Retirement-related benefits, to include Group Life Insurance and Long Term Disability Expense, upon employee gaining eligibility status.</p>
Employee Electing to Retire	<p>Complete applicable Sections A-D on the employee's retirement application paperwork, Form VRS-5 and forward the form to the Bureau for completion. Form VRS-5 http://www.varetire.org/Pdf/Forms/vrs-5.pdf</p>	<p>Complete Section E of the form.</p> <p>Serve as the payroll contact on the employee's retirement application paperwork, Form VRS-5.</p>

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Task	Agency Responsibility	Bureau Responsibility
Retroactive Pay Entitlements	When the agency awards retroactive pay entitlements that affect prior periods of reported creditable compensation, ensure VNAV is updated to include the creditable compensation corrections and effective dates to correct the associated retirement benefits for the prior periods.	Review the Report U186 VNAV/CIPPS Retro Transaction Listing and process the required retirement benefit adjustments through CIPPS to collect retirement contributions owed. Utilize the State Payroll Operations Retirement Deduction Calculation spreadsheet to substantiate employee amounts to be collected and employer amounts to be processed.
Review of VNAV Cancelled Records Report	Review the PMIS Cancelled Records Report in VNAV to identify and correct those items that may be rejected by the associated PMIS/VNAV interface and require manual intervention.	none
Reconciliation of PMIS monthly creditable compensation to VNAV monthly creditable compensation	Reconcile Creditable Compensation from Human Resource Data (PMIS) to preliminary Snapshot information in VNAV, prior to snapshot confirmation.	none
Review of VNAV/CIPPS Transaction Error listing	none	Review the CIPPS U184 VNAV/CIPPS Transaction Error Listing to identify those items rejected by the automated VNAV/CIPPS interface and require manual intervention, and take corrective action to establish benefits.

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Task	Agency Responsibility	Bureau Responsibility
Verification of Employee Record Changes	<p>Review VNAV against PMIS to ensure synchronicity of data and make corrections, as needed.</p> <p>Utilize Payline/PAT or Reportline access to verify that employee records have been processed as directed. If desired, agencies may also utilize CIPPS Payroll display access.</p> <p>By certifying payroll, the Agency reasonably believes that transactions are necessary, accurate and appropriate.</p>	<p>The Bureau will review CIPPS reports to verify the accuracy of the entries keyed into CIPPS.</p>

Related CAPP Topic:

50410, Retirement – VRS and ORP

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Optional Retirement Plans (ORP) (Educational ORPHE and Political Appointees ORPPA) Deduction Maintenance

Optional Retirement Plan benefit enrollments are manually updated in CIPPS. Manual CIPPS updates must be authorized by copies of employees' VNAV member profiles reflecting the specific retirement plans and effective enrollment dates.

Task	Agency Responsibility	Bureau Responsibility
Process ORP and Authoritative Source Documents to Forward to the Bureau	<p>Ensure the employee's VSDP Participant Status in VNAV is updated to reflect non-participation. Resolve any Participant Status differences with VRS.</p> <p>Notify the Bureau if the employee is eligible to participate in the ORP but has not made the election at the time of hire.</p> <p>Process the ORP enrollment paperwork with VRS at the employee's election and within the required enrollment period.</p> <p>Provide the Bureau with the VNAV member profile screen print to evidence the retirement plan the employee will participate.</p> <p>Ensure employee VNAV plan update and accuracy of effective participation date. Follow up with VRS to resolve any differences.</p> <p>The authoritative source document to establish retirement benefits for the new hire, rehire or the change in employment status to a retirement eligible position is the VNAV screen print evidencing the retirement plan code and eligibility date (effective begin date).</p>	<p>Process and place the employee in the standard VRS retirement plan pending the employee's election to participate in the ORP.</p> <p>Process the adjustments in CIPPS for the incremental benefit cost if retroactive changes are needed for delayed ORP approvals.</p> <p>Update CIPPS to reflect the employee's enrollment in the Optional Retirement Plan.</p> <p>If the employee chooses the ORP, the Bureau will enter the appropriate code manually into CIPPS and collect retirement contributions retroactively to the employee's date of hire in accordance with State Payroll Operations collection directives.</p> <p>Ensure the employee's VSDP Participant Status is set to a non-participant status.</p>
Optional Retirement Program for Political Appointees (ORPPA) or Higher Education Employees (ORPHE)	<p>Provide the Bureau with written notification of special benefit entitlements, such as enrollment in the Optional Retirement Program for Political Appointees (ORPPA) or the Optional Retirement Program for Higher Education (ORPHE).</p> <p>Provide the Bureau with the VNAV member profile screen print to evidence the retirement plan the employee will participate.</p> <p>Ensure employee VNAV plan update and accuracy of effective participation date. Follow</p>	<p>The political appointee's ORPPA or the higher education employee's ORPHE is established in CIPPS by the VNAV screen print substantiating the member plan and effective date, which is collected retroactively to the employee's date of hire.</p> <p>The VNAV to CIPPS interface does not include an update to ORP Retirement Plan codes. If the employee chooses a VRS</p>

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	up with VRS to resolve any differences and make any corrections.	<p>Retirement Plan, the plan election will be updated via the interface. If the employee chooses the ORP, the Bureau will need to enter the appropriate code manually into CIPPS and collect retirement contributions retroactively to the employee's date of hire in accordance with State Payroll Operations collection directives.</p> <p>If the employee is eligible to participate in the ORPPA or ORPHE but has not completed the enrollment process, establish state VRS retirement benefits pending the confirmation of the employee's enrollment in the ORPPA or ORPHE based on either (1) the VNAV/CIPPS auto-interface, or (2) the VNAV screen print substantiating the member plan and effective date.</p> <p>Once enrollment in the ORPPA or ORPHE has been confirmed via the VNAV member plan screen print, update the employee's retirement plan in CIPPS. Process the transactions required to reclassify benefits paid under the standard retirement program to the ORPPA or ORPHE. Collect any unpaid retirement contributions owing via CIPPS.</p>
Changes in Employment Status to non-ORP Covered Position	<p>Provide the Bureau the retirement plan in which the employee will participate and the start date for such participation.</p> <p>Provide the Bureau the VNAV member screen print to substantiate the VRS begin date and ensure no differences exist between the PMIS salary and begin date and the VNAV creditable compensation and begin date. Resolve any creditable compensation or effective date differences with VRS and provide resolution status to the Bureau.</p>	For VRS benefits not interfaced, establish all Retirement-related benefits, to include Group Life Insurance and Long Term Disability Expense, upon employee gaining eligibility status.

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Task	Agency Responsibility	Bureau Responsibility
Retroactive Pay Entitlements	When the agency awards retroactive pay entitlements that affect prior periods of reported creditable compensation, ensure VNAV is updated to include the creditable compensation corrections and effective dates to correct the associated retirement benefits for the prior periods.	Review the Report U186 VNAV/CIPPS Retro Transaction Listing and process the required retirement benefit adjustments through CIPPS to collect retirement contributions owed. Utilize the State Payroll Operations Retirement Deduction Calculation spreadsheet to substantiate employee and employer amounts owed and collected.
Review of VNAV Cancelled Records Report	Review the PMIS Cancelled Records Report in VNAV to identify and correct those items that may be rejected by the associated PMIS/VNAV interface and require manual intervention.	none
Reconciliation of PMIS monthly creditable compensation to VNAV monthly creditable compensation	Reconcile Creditable Compensation from Human Resource Data (PMIS) to preliminary Snapshot information in VNAV, prior to snapshot confirmation.	none
Review of VNAV/CIPPS Transaction Error listing	none	Review the CIPPS U184 VNAV/CIPPS Transaction Error Listing to identify those items rejected by the automated VNAV/CIPPS interface and requires manual intervention, and takes corrective action to establish benefits.
Verification of Employee Record Changes	Review VNAV against PMIS to ensure synchronicity of data and make corrections, as needed. Utilize Payline/PAT or Reportline access to verify that employee records have been processed as directed. If desired, agencies may also utilize CIPPS Payroll display access. By certifying payroll, the Agency reasonably believes that transactions are necessary, accurate and appropriate.	The Bureau will review CIPPS reports to verify the accuracy of the entries keyed into CIPPS.

Related CAPP Topic:
50410, Retirement – VRS and ORP

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Retirement Purchase Contracts Deduction Maintenance

Retirement (Service) Purchase Contracts are updated in CIPPS via the VNAV to CIPPS interface. Manual CIPPS updates are allowed only when the interface has failed to update the employees' records accurately. Service purchase contracts are authorized using one of the following VRS forms:

Form VRS 26 <http://www.varetire.org/Pdf/Forms/vrs-26.pdf>
Form VRS 26e <http://www.varetire.org/Pdf/Forms/vrs-26e.pdf>
Form VRS 26c <http://www.varetire.org/Pdf/Forms/vrs-26c.pdf>

Task	Agency Responsibility	Bureau Responsibility
History of Wage Hours Worked	<p>Make wage employees aware of the importance of retaining their calendar year end pay stubs for purposes of documenting their wage employment history.</p> <p>Calendar year end pay stubs substantiate wage hours worked for purposes of purchasing service upon change in employment status to a retirement eligible position.</p>	None
Retirement Purchase Contracts and Authoritative Source Documents to Forward to the Bureau	<p>Ensure the employee electing to purchase service has completed the required paperwork and/or completed service purchase online requirements and has obtained the necessary approvals for the service time being purchased.</p> <p>Provide the Bureau a copy of the approved VNAV screen print evidencing the number of service months being purchased and the effective date.</p> <p>Forward VNAV screen prints for any renewals or extensions of existing service purchase contracts to the Bureau.</p>	<p>Service purchase deductions are based on (1) the VNAV/CIPPS interface (Report U185) or (2) the VNAV screen print evidencing the number of service months being purchased and the effective date.</p> <p>Review the Report U186 and Ensure any retroactive periods are collected via CIPPS.</p>

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Task	Agency Responsibility	Bureau Responsibility
Verification of Employee Record Changes	<p>Review VNAV screen prints against source documents to ensure information accuracy. Verify that Service purchase agreements have been updated in VNAV timely.</p> <p>Utilize Payline/PAT or Reportline access to verify that employee records have been processed as directed. If desired, agencies may also utilize CIPPS Payroll display access.</p> <p>By certifying payroll, the Agency reasonably believes that transactions are necessary, accurate and appropriate.</p>	<p>The Bureau will review CIPPS reports to verify the accuracy of the entries keyed into CIPPS.</p>

Related CAPP Topic:
50410, Retirement – VRS and ORP

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Optional Group Life Insurance Deduction Maintenance

VRS benefits for salaried employees include the Optional Group Life insurance program, which affords employees the ability to purchase additional group life insurance coverage for themselves and for family members. Optional Group Life insurance enrollment form

<https://web1.lifebenefits.com/lbe/grppdforms/VRS009643/52833.pdf>

Task	Agency Responsibility	Bureau Responsibility
Optional Group Life Insurance and Authoritative Source Documents to Forward to the Bureau	<p>Notify the Bureau via email when the employee has submitted an Optional Group Life Insurance enrollment form to Minnesota Life for coverage.</p> <p>Notify the Bureau via email when Minnesota Life has approved higher option levels for the employee or family members covered by the policy.</p> <p>Notify employees in LTD, LTD-Working or LWOP-Layoff statuses that they must pay their monthly premiums under the direct bill method from Minnesota Life.</p> <p>Notify the Bureau via email when the employee has elected to terminate their Optional Group Life insurance coverage and provide copy of Cancellation request to the Bureau.</p> <p>Provide the Optional Group Life Insurance enrollment form to Minnesota Life for coverage.</p>	<p>Retrieve information relevant to changes in premiums, new enrollments and cancellations of coverage from the Minnesota Life website. Receive emails from Minnesota Life of coverage changes.</p> <p>Higher Option levels will be shown on the Billing Statement.</p> <p>Calculate the initial premium amount for the coverage requested and update CIPPS accordingly.</p> <p>Calculate new premiums for changes to coverage options during the year.</p> <p>Deactivate the Optional Group Life deduction for employees in LTD, LTD-Working or LWOP-Layoff statuses.</p>
Verification of Employee Record Changes	<p>Utilize Payline/PAT or Reportline access to verify that employee records have been processed as directed. If desired, agencies may also utilize CIPPS Payroll display access.</p> <p>By certifying payroll, the Agency reasonably believes that transactions are necessary, accurate and appropriate.</p>	<p>The Bureau will review CIPPS reports to verify the accuracy of the entries keyed into CIPPS.</p> <p>Semi-annually (at calendar year end and fiscal year end), review Report U024 – Optional Group Life Premium Listing and Report U025 – Optional Group Life Error Report produced in December for rates to be applied at the onset of each calendar year and resolve errors identified on Report U025.</p>

Related CAPP Topic:
50425, Group and Optional Life Insurance

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Deferred Compensation (457 Plan) Deduction Maintenance

New enrollees, as well as existing employees' election changes, are processed via the interface from the Deferred Compensation program's third party administrator, and as such, no authoritative source documents are needed from the agency.

Employees in the Standard Catch Up program will have their Deferred Compensation contribution amounts and goal values updated via the interface. No manual updates are made unless authorized by State Payroll Operations or VRS.

Task	Agency Responsibility	Bureau Responsibility
Process Deferred Compensation Election Changes and Authoritative Source Documents to Forward to the Bureau	<p>Respond to employee inquiries regarding the methods available for instituting changes to their Deferred Compensation deductions.</p> <p>Ensure the appropriate form is completed and submitted to the proper authorizing parties for employees electing the standard catch up option.</p> <p>Contact the employee if he/she is executing changes to his/her Deferred Compensation deductions that prevent the full amount of mandatory Social Security and Medicare taxes from being withheld. Inform the employee that he/she must execute a change in his/her Deferred Compensation deduction to a lower amount to allow mandatory taxes to be withheld.</p>	<p>Changes in the employees' Deferred Compensation deductions will be updated in CIPPS via the interface.</p> <p>Review Report U063 DC/CIPPS Deferred Comp/Cash Match Error Report and determine the appropriate corrective action to be taken in CIPPS.</p> <p>Notify the agency if an employee has changed his Deferred Compensation deduction to an amount that prevents mandatory Social Security or Medicare taxes from being withheld in their entirety.</p>
One-time deferral elections	<p>Ensure the employee submits the appropriate Deferred Compensation Payroll Authorization form to the agency by the designated deadline.</p> <p>Provide the completed form to the Bureau by the designated deadline for the earnings period in which the one-time deferral is to be processed.</p> <p>Submit One-time deferral form to ICMA.</p> <p>If the employee elects to defer the full amount of his pay, the form should reflect "net pay" in the amount field. If the employee wants a particular amount to be deferred, that amount should be reflected on the form. The stated amount will be deducted unless mandatory FICA taxes prevent the full amount from being withheld which will invalidate the form and require a new valid form.</p>	<p>For employees deferring their pay into Deferred Compensation, the Bureau will process the one-time deferral using the State Payroll Operations spreadsheet for one-time deferrals based on the information presented on the Deferred Compensation Payroll Authorization Form for lump sum deferrals.</p>

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Task	Agency Responsibility	Bureau Responsibility
Employee Deferred Compensation Participants Transferring to Other Agencies	Ensure employees transferring from one CIPPS agency to another re-enrolls online or via phone with the Plan Record Keeper (Third Party Administrator). The termination at one employer automatically terminates the employee election and zeros the expected contributions in the Plan Record Keeper's system. To ensure there is no disruption in contributions, the employee must contact the Plan Record Keeper within a few days of the employee transfer transaction performed in PMIS. The enrollment transaction for the new agency will come through on the next interface from the Plan Record Keeper.	Deferred Compensation deductions will interface from the Plan Record Keeper (Third Party Administrator).
Verification of Employee Record Changes	Utilize Payline/PAT or Reportline access to verify that employee records have been processed as directed. If desired, agencies may also utilize CIPPS Payroll display access. By certifying payroll, the Agency reasonably believes that transactions are necessary, accurate and appropriate.	The Bureau will review CIPPS reports to verify the accuracy of the entries keyed into CIPPS.

Related CAPP Topic:
50415, Salary Reduction Plans

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Deferred Compensation Cash Match 401(a) Benefit Deduction Maintenance

The Deferred Compensation Cash Match benefit is administered by an interface between the Deferred Compensation program's third party administrator and CIPPS.

Task	Agency Responsibility	Bureau Responsibility
Process Deferred Compensation Cash Match 401(a) Benefit Deduction and Authoritative Source Documents to Forward to the Bureau	Ensure employees are informed of the cash match benefit program rules and entitlements and respond to employee inquiries.	<p>Review Report U062 DC/CIPPS Deferred Comp/Cash Match Update Listing to ensure deductions have been properly updated in CIPPS.</p> <p>Review Report U063 DC/CIPPS Deferred Comp/Cash Match Error Report and determine the appropriate corrective action to be taken in CIPPS.</p> <p>Review Report 906 Potential Cash Match Exceptions for Salaried Employees each earnings period to ensure eligible employees are receiving their cash match benefit. If it is determined that an eligible employee has not received the cash match benefit to which he/she was entitled, the Bureau will process a retroactive benefit adjustment for the lapsed periods of entitlement.</p> <p>.</p>
Verification of Employee Record Changes	<p>Utilize Payline/PAT or Reportline access to verify that employee records have been processed as directed. If desired, agencies may also utilize CIPPS Payroll display access.</p> <p>By certifying payroll, the Agency reasonably believes that transactions are necessary, accurate and appropriate.</p>	<p>Review report U149 Deferred Compensation Cash Match Exception Listing each earnings period to ensure cash match benefits processed correctly. Update CIPPS for any necessary corrections.</p> <p>The Bureau will review CIPPS reports to verify the accuracy of the entries keyed into CIPPS.</p>

Related CAPP Topic:
50420, Retirement – Cash Match Plans

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Post-Tax (Supplemental Insurance) Deduction Maintenance

The third party administrator for the Supplemental Insurance programs provides automated updates to CIPPS via interface that updates the Post-Tax deductions and the Supplemental Insurance Administrative Fees deductions for changes or establishments each earnings period.

Third Party Administrative Manual <http://www.doa.virginia.gov/Payroll/TPA/SUPPINSPayrollManual.pdf>.

Task	Agency Responsibility	Bureau Responsibility
Process Supplemental Insurance Deductions and Authoritative Source Documents to Forward to the Bureau	Ensure employees are informed of the Post-Tax program and the rules governing the processing of deductions for supplemental insurance and other products offered by the Third Party Administrator and its vendor network.	Deactivate the Post-Tax deduction upon the employee's written request and request that HR provide the Bureau a copy of the Post-Tax Deduction authorization form sent to FBMC reflecting the election to stop the deduction.
	Respond to employees' inquiries regarding the composition of their Post-tax deductions by referring to the Complete Enrollment Report produced by the Third Party Administrator.	Review report U148, MISC INS/ANNUITY/FEE ERROR LISTING, against the FBMC Change Listing each earnings period. Determine the appropriate corrective action and process the necessary entries in CIPPS.
	Ensure employees complete the authorizing form for initiating, changing or stopping Post-Tax deductions for supplemental insurances.	Coordinate with FBMC when refunds are needed and process refunds of Post-tax deduction amounts withheld for products the employee has notified FBMC to cancel if the changes are not included in the automated update process, as directed. A copy of the Post-Tax Deduction Authorization form must be submitted to the Bureau as supporting documentation.
	Ensure the employee's Post-Tax Deduction authorization form is promptly forwarded to FBMC for handling and update to their system.	
	Notify FBMC when employees with Post-Tax deductions are placed into Leave Without Pay status or are separated from the agency, through either transfer, retirement or resignation. Notification form http://www.doa.virginia.gov/Payroll/TPA/TPA_EE_Status_Form.pdf .	Respond to Exception Reports generated by the Third Party Administrator regarding exceptions between expected and actual deduction amounts received. Exception Discrepancy Response Form http://www.doa.virginia.gov/Payroll/TPA/TPA_Exception_Discrepancy_Response_Form.pdf
	The FBMC Change Listing, authorizing forms and Complete Enrollment Report serve as the authoritative source documents.	

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Task	Agency Responsibility	Bureau Responsibility
Establish Post-tax (Supplemental Insurance) Deductions Administrative Fee Deductions	Ensure employees are informed of the administrative fee associated with the Post-Tax program for supplemental insurances offered by the Third Party Administrator and its vendor network.	Review U148 interface error report and update CIPPS as needed to record changes.
Verification of Employee Record Changes	<p>Utilize Payline/PAT or Reportline access to verify that employee records have been processed as directed. If desired, agencies may also utilize CIPPS Payroll display access.</p> <p>By certifying payroll, the Agency reasonably believes that transactions are necessary, accurate and appropriate.</p>	<p>Review the Complete Enrollment Report to ensure all deductions are processing accurately.</p> <p>The Bureau will review CIPPS reports to verify the accuracy of the entries keyed into CIPPS.</p>

Related CAPP Topic:

50455, Miscellaneous Employee Deductions

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Pre-Tax (Annuities) 403(b) Tax Sheltered Annuity (TSA) Deduction Maintenance

The Third Party Administrator (TPA) for the TSA program provides automated updates to CIPPS via interface that updates Pre-Tax deductions for changes or establishments each earnings period.

Third Party Administrative Manual <http://www.doa.virginia.gov/Payroll/TPA/SUPPINSPayrollManual.pdf>

TSA Authorization form http://www.doa.virginia.gov/Payroll/TPA/SRA403_b.pdf

LWOP or separation notification form http://www.doa.virginia.gov/Payroll/TPA/TPA_EE_Status_Form.pdf

Task	Agency Responsibility	Bureau Responsibility
Process TSA Deductions and Authoritative Source Documents to Forward to the Bureau	<p>Ensure employee is informed of the TSA program and understand the rules governing the Pre-Tax deductions for TSA's offered by the Third Party Administrator and its vendor network.</p> <p>Provide responses to employees' inquiries about their Pre-Tax deductions using the Complete Enrollment Report produced quarterly by the Third Party Administrator.</p> <p>Ensure employee completes the authorizing form for initiating, changing or stopping the TSA.</p> <p>Ensure employee Salary Reduction Agreement form is promptly forwarded to FBMC for handling and update to their system.</p> <p>Notify FBMC when employees with TSA deductions are placed into Leave Without Pay status or are separated from the agency, through either transfer, retirement or resignation.</p>	<p>Respond to Exception/Discrepancy Response Form Reports generated by the TPA regarding exceptions between expected and actual deduction amounts received.</p> <p>This form can be viewed at http://www.doa.virginia.gov/Payroll/TPA/TPA_Exception_Discrepancy_Response_Form.pdf</p>
Process TSA Errors	Notify the Bureau of funds returned.	Process refunds of current year TSA amounts once the agency has been reimbursed by the TPA with the funds collected in error.
Process TSA Interface Errors	N/A	Review report U148, MISC INS/ANNUITY/FEE ERROR LISTING, against the FBMC Change Listing each earnings period. Determine the appropriate corrective action and process the necessary entries in CIPPS.

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Task	Agency Responsibility	Bureau Responsibility
Verification of Employee Record Changes	Utilize Payline/PAT or Reportline access to verify that employee records have been processed as directed. If desired, agencies may also utilize CIPPS Payroll display access. By certifying payroll, the Agency reasonably believes that transactions are necessary, accurate and appropriate.	Use the Complete Enrollment Report to ensure all deductions are processing accurately. The Bureau will review CIPPS reports to verify the accuracy of the entries keyed into CIPPS.

Related CAPP Topic:

50455, Miscellaneous Employee Deductions

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Annuity Cash Match 401(a) Benefit Deduction Maintenance

The Third Party Administrator (TPA) for Tax Sheltered Annuities (TSA) program provides automated updates to CIPPS via interface that update Annuity Cash Match deductions for changes or establishments each earnings period.

Task	Agency Responsibility	Bureau Responsibility
Process Annuity Cash Match Benefit and Authoritative Source Documents to Forward to the Bureau	<p>Provide assistance to employees' inquiries regarding their 401(a) fund dispositions and withdrawals.</p> <p>Ensure employees are informed of the cash match benefit program rules and entitlements and respond to employee inquiries.</p> <p>Verify that employees electing the Annuity Cash Match benefit are not receiving the Deferred Compensation Cash Match benefit.</p> <p>Ensure the cash match benefit form is submitted to the TPA when employees begin TSA Pre-tax deductions, or when employees elect to change their TSA vendor for their cash match benefit. Cash Match benefit form http://www.doa.virginia.gov/Payroll/TPA/Cash_Match_Agreement_Form.pdf</p> <p>The FBMC Change Listing, authorizing forms and Complete Enrollment Report serve as the authoritative source documents.</p>	<p>Deactivate the Annuity Cash Match benefit upon receipt of the copy of the Salary Reduction Agreement Form sent to FBMC reflecting the election to stop the associated Pre-Tax deduction.</p> <p>Review report U148, MISC INS/ANNUITY/FEE ERROR LISTING, against the FBMC Change Listing each earnings period. Determine the appropriate corrective action and process the necessary entries in CIPPS.</p> <p>Review Report 906 Potential Cash Match Exceptions for Salaried Employees each earnings period to ensure eligible employees are receiving their cash match benefit. If it is determined that an eligible employee has not received the cash match benefit to which he/she was entitled, the Bureau will process a retroactive benefit adjustment for the lapsed periods of entitlement.</p>
Verification of Employee Record Changes	<p>Utilize Payline/PAT or Reportline access to verify that employee records have been processed as directed. If desired, agencies may also utilize CIPPS Payroll display access.</p> <p>By certifying payroll, the Agency reasonably believes that transactions are necessary, accurate and appropriate.</p>	<p>Review the FBMC Complete Enrollment Report to ensure all cash match benefits are processing accurately.</p> <p>The Bureau will review CIPPS reports to verify the accuracy of the entries keyed into CIPPS.</p>

Related CAPP Topic:
50420, Retirement – Cash Match Plans

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Court-Ordered Withholdings Maintenance

Agencies are legally required to process court ordered withholdings against employees pay when writs of garnishments, tax levies, tax liens or withholding orders have been served or delivered at the agency's site or at the Payroll Service Bureau offices. The garnishment or court ordered deduction will remain in effect until the court return date, the date of the release, or until satisfaction, whichever comes first.

Task	Agency Responsibility	Bureau Responsibility
Process Court-Ordered Withholdings and Authoritative Source Documents to Forward to the Bureau	<p>For tax levies, liens or bankruptcy orders that have been sent directly to the agency, promptly notify the Bureau and forward a copy of the document to the Bureau via fax or email attachment.</p> <p>For writs of garnishments served at the agency's offices, promptly notify the Bureau via email and forward the original writ to the Bureau for immediate handling. Unless the agency has an operational or business purpose behind having the garnishments served at their site, the Bureau should be the site where the garnishments are served to ensure timely handling of the garnishment deductions.</p> <p>Notify the employee that a court-ordered withholding document has been received and will be processed immediately. In certain cases, the issuing authority may agree to alternate collection measures and may consider issuing a release from a tax lien or levy; however, it is incumbent on the employee to take these measures.</p>	<p>Establish the court-ordered deduction in the employee's records and begin withholding the deductions on the first available earnings period.</p> <p>Process court-ordered withholdings that are served after the certification by voiding and reissuing employee payment to include the court-ordered deduction withheld.</p> <p>Ensure timely remittance of the garnishment proceeds to the court from which the writ was issued.</p> <p>No action will be taken to deactivate any court ordered deduction or to release the funds withheld unless an official release has been received from the issuing authority.</p> <p>Return the funds withheld for court ordered documents according to the remittance schedule for the particular withholding order. Deductions withheld for bankruptcies, IRS withholding orders, state and local tax liens and levies are sent each earnings period. Deductions withheld for garnishments are sent by the designated return date.</p>

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Task	Agency Responsibility	Bureau Responsibility
Verification of Employee Record Changes	Utilize Payline/PAT or Reportline access to verify that employee records have been processed as directed. If desired, agencies may also utilize CIPPS Payroll display access. By certifying payroll, the Agency reasonably believes that transactions are necessary, accurate and appropriate.	The Bureau will review CIPPS reports to verify the accuracy of the entries keyed into CIPPS.

Related CAPP Topic:
50405, Court-Ordered Withholdings

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Parking Deduction Maintenance – DGS and Non-DGS Parking Facilities

Depending on the agency's office locations, it may sponsor employee parking programs in non-DGS facilities. Such programs are supported in CIPPS through pre-tax or post-tax payroll deductions.

Agency parking deduction forms should indicate whether the parking deduction is for a DGS lot or a non-DGS lot and should reflect a specific deduction amount and whether the deduction is to be processed on a pre-tax or post-tax basis.

Agency should maintain an inventory of parking spaces assigned to the agency and designate those that are assigned to individual employees. The accounting should indicate whether the parking spaces are under the direction of DGS or are privately held.

Parking arrearages will be collected at the agency's direction with the employee's written authorization. Parking deductions withheld for prior fiscal years will be withheld under a unique deduction and will produce a separate check from those collected for current fiscal years.

Task	Agency Responsibility	Bureau Responsibility
Process Parking Deductions for DGS Parking Facilities and Authoritative Source Documents to Forward to the Bureau	<p>Ensure the employees complete the appropriate form for the parking fees to be withheld from pay. Pre-tax Parking deduction authorization forms must include the appropriate wording for salary reductions. Post-tax parking deduction authorization forms should include the employee's authorization to have the deduction withheld from net pay.</p> <p>Reconcile the Parking Fee Suspense Account. Agencies must charge agency funds for spaces occupied by agency-owned vehicles or for unassigned spaces; however, agency funds cannot be used to pay parking fees for spaces assigned to employees. DGS charges agencies monthly for the total amount due for all parking spaces allocated to the agency via the ATA process using the agency specified fund and program. Prepare a journal entry monthly to offset the expenditure processed by DGS and to clear the suspense account.</p> <p>Provide a copy of the completed Parking Fee Deduction Authorization Form to the Bureau.</p> <p>Provide direction, along with the employee's written authorization, for collection of parking arrearages to the Bureau.</p> <p>DGS parking deductions withheld for prior fiscal years should not be combined with current fiscal year collections. Prior fiscal year collections should be separated from current deductions for proper accounting treatment.</p>	<p>Establish the parking deduction based on the Parking Fee Deduction Authorization Form received.</p>

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Task	Agency Responsibility	Bureau Responsibility
Process Parking Deductions for non-DGS Parking Facilities	<p>Develop internal parking deduction authorization forms for non- DGS parking deductions.</p> <p>Ensure the employees complete the appropriate form for the parking fees to be withheld from pay. Pre-tax Parking deduction authorization forms must include the appropriate wording for salary reductions. Post-tax parking deduction authorization forms should include the employee's authorization to have the deduction withheld from net pay.</p> <p>Funds withheld for non-DGS parking spaces may be handled in one of two ways. Post-tax parking deductions may be directed to a revenue account via the general ledger interface if the deduction, Revenue, is used. Pre-tax or post-tax parking deductions for non-DGS lots may also be directed to an Agency level third party check that will be sent to the Agency each pay day for deposit.</p> <p>Provide a copy of the completed Parking Fee Deduction Authorization Form to the Bureau.</p> <p>Provide direction, along with the employee's written authorization, for collection of parking arrearages to the Bureau.</p> <p>Provide the Bureau with the name of the third party to whom the third party check should be made payable for parking deductions withheld.</p>	<p>Establish the parking deduction based on the Parking Fee Deduction Authorization Form received.</p>
Verification of Employee Record Changes	<p>Utilize Payline/PAT or Reportline access to verify that employee records have been processed as directed. If desired, agencies may also utilize CIPPS Payroll display access.</p> <p>By certifying payroll, the Agency reasonably believes that transactions are necessary, accurate and appropriate.</p>	<p>The Bureau will review CIPPS reports to verify the accuracy of the entries keyed into CIPPS.</p>

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The following table explains the disposition of parking deductions based on the ownership of the parking lot.

DGS Facility	Deduction Name/No.	Disposition of Funds Withheld
Pre-Tax Parking	PRETXPRK 37	Posted to Cardinal - Fund/Fund Detail code 02700 and Revenue Source code 4002506.
Post-Tax Parking	PARKING 28	Posted to Cardinal - Fund/Fund Detail code 02700 and Revenue Source code 4002506.
Non-DGS Facility	Deduction Name/No.	Disposition of Funds Withheld
Pre-Tax Parking	PRETXPRK 50	Third Party Check
Post-Tax Parking	PARKING 32	Third Party Check
Post-Tax Parking	REVENUE 33	Posted to Cardinal using agency designated Fund/Fund Detail and revenue source coding.

Related CAPP Topic:
50450, Parking/Transportation

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Pre-Tax Transportation Programs (Mass transit pass and Van Pooling) Deduction Maintenance

Transportation programs (i.e., mass transit pass, van pooling) sponsored by Agency is supported through pre-tax payroll deduction only.

Task	Agency Responsibility	Bureau Responsibility
Process Pre-Tax Transportation Programs and Authoritative Source Documents to Forward to the Bureau	<p>Develop Pre-tax Transportation program and ensure compliance with IRC 132(f)(4) and Public Law 105-178, which allows for transportation expenses associated with transit/vanpool expenses up to \$120 per month to be deducted on a pre-tax basis</p> <p>Ensure Pre-Tax Transportation program deduction authorization form reflects the appropriate wording for salary reductions since these deductions are withheld only on a pre-tax basis.</p> <p>Provide a copy of the completed Pre-Tax Transportation Deduction Authorization Form to the Bureau.</p> <p>Provide to the Bureau the third party payee information for the third party check created from the funds withheld under the Pre-tax Transportation program.</p>	<p>Establish the Pre-Tax Transportation deduction for the amount specified on the employee's salary reduction agreement for Pre-Tax Transportation deductions.</p> <p>Forward the third party check each earnings period to the Agency.</p>
Verification of Employee Record Changes	<p>Utilize Payline/PAT or Reportline access to verify that employee records have been processed as directed. If desired, agencies may also utilize CIPPS Payroll display access.</p> <p>By certifying payroll, the Agency reasonably believes that transactions are necessary, accurate and appropriate.</p>	<p>The Bureau will review CIPPS reports to verify the accuracy of the entries keyed into CIPPS.</p>

Related CAPP Topic:
50450, Parking/Transportation

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Miscellaneous Deduction Maintenance

Miscellaneous deductions cover two categories of deductions withheld on a post-tax basis and generally relate to specific programs that are administered either by an independent agency or by DHRM. Savings Bonds are administered by the Federal Reserve Bank. CVC deductions are administered by DHRM. VPEP and VEST deductions are administered by the independent state agency, Virginia College Savings Plan (VCSP).

Saving Bonds

Savings Bonds are purchased via direct deposit using a Treasury Direct account.

CVC Deductions

CVC deductions do not result in third party checks for the agency but are posted to Cardinal for further handling by their individual agency program administrators.

Agency CVC Coordinator is responsible for distributing pledge cards and campaign charities directory, posting CVC campaign materials, answering routine inquiries from employee, campaign participants, forwarding all pledge cards to the pledge processor and ensuring Cardinal reports populated by deductions are reconciled.

Employees may complete a CVC authorized pledge card to participate in the program or make an online pledge using DHRM's Employee Direct application. The completed pledge card is returned to the Agency CVC Coordinator.

VPEP and VEST Deductions

In most VPEP contracts, the employee requesting the payroll deduction will be the purchaser of the contract. However, VPEP has indicated that it will allow a State employee who is not the purchaser of the contract to make payments through payroll deduction. In this case, the employee must document on the form the VPEP account number (SSN) of the contract owner. VPEP administrative staff will review the authorization and if approved will forward the authorization to the employee's payroll/benefits administrator for data entry to CIPPS.

Task	Agency Responsibility	Bureau Responsibility
Process Savings Bonds and Authoritative Source Documents to Forward to the Bureau	Ensure employee has applied for and received a Treasury Direct account.	Update the employee's direct deposit information in CIPPS based on the information reflected on the employee's Treasury Direct account and Direct Deposit Authorization form.
	Ensure employee has completed a Direct Deposit Authorization Form for the purpose of transmitting funds to their Treasury Direct account.	
	Respond to employee inquiries regarding bond purchases.	Perform an independent review of the direct deposit information updated in CIPPS by a

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Task	Agency Responsibility	Bureau Responsibility
	<p>Forward the completed Direct Deposit Authorization form and a print out of the employee's Treasury Direct account information, including the account number to the Bureau.</p> <p>Forward the Direct Deposit Authorization form reflecting the employee's election to stop the direct deposit deduction designated for bond purchases to the Bureau.</p>	<p>designated reviewer who will initialize the paperwork to provide evidence that the verification has been performed.</p> <p>Deactivate the direct deposit deduction upon receipt of the employee's Direct Deposit Authorization form reflecting their election to cease the direct deposit deduction established for bond purchase purposes</p>
Process CVC Deductions and Authoritative Source Documents to Forward to the Bureau	<p>CVC Coordinator should forward any pledge cards indicating payroll deduction as the method of contribution to the Bureau for processing.</p> <p>Employee may cancel their CVC deductions by providing a written request to cease the deduction. Forward any notices of this nature to the Bureau for immediate action.</p>	<p>Establish the CVC deduction in January following the CVC fall campaign for CVC deductions.</p> <p>Deactivate the CVC deduction upon receipt of the employee's written request to cancel the deduction.</p>
Process VPEP and VEST Deductions and Authoritative Source Documents to Forward to the Bureau	<p>Employee must complete and sign a new Payroll Deduction Authorization form to stop VPEP or VEST deduction processing.</p>	<p>Establish deduction 048 for VEST deductions.</p> <p>Establish deduction 058 will be used for VPEP deductions.</p>
Process VCSP Deductions and Authoritative Source Documents to Forward to the Bureau	<p>Employee must complete the Payroll Deduction Authorization form and mail it to VCSP.</p> <p>Employee must provide a written request to VCSP administrative staff to cancel their contract.</p>	<p>Establish the appropriate deduction for the contracts entered into with the VCSP.</p> <p>Deactivate the VPEP and/or VEST deductions upon receipt of the approval from VCSP to stop the employee's deductions.</p>

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Task	Agency Responsibility	Bureau Responsibility
Verification of Employee Record Changes	Utilize Payline/PAT or Reportline access to verify that employee records have been processed as directed. If desired, agencies may also utilize CIPPS Payroll display access. By certifying payroll, the Agency reasonably believes that transactions are necessary, accurate and appropriate.	The Bureau will review CIPPS reports to verify the accuracy of the entries keyed into CIPPS.

Related CAPP Topics:

50440, Savings Bonds

50455, Miscellaneous Employee Deductions

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Credit Union Allocations/Virginia Credit Union (VACU) Deduction Maintenance

Employees wishing to make changes to their direct deposit information with the VACU should submit those changes directly to VACU.

The Bureau does not accept the Virginia Credit Union Payroll Authorization Form as a direct deposit authorization form.

Task	Agency Responsibility	Bureau Responsibility
VACU Deductions and Authoritative Source Documents to Forward to the Bureau	None	None
Verification of Employee Record Changes	None	None

Related CAPP Topic:

N/A

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V. Employee Payments

Section Overview

This section covers all forms of compensation processed for employees, including salary payments, special payments, VSDP benefit payments, Workers Compensation awards, WTA severance payments, leave balance payouts, bonus payments and non-cash benefits. The required agency approvals and authorizations are identified by category of compensation or benefit.

Time and Attendance (For payment of Regular Pay and Overtime Pay)

Task	Agency Responsibility	Bureau Responsibility
Process Time and Attendance and Authoritative Source Documents to Forward to the Bureau	<p>Make wage employees aware of the importance of retaining their calendar year end pay stubs for purposes of documenting wage employment history.</p> <p>Ensure appropriate controls exist over monitoring work hours, arrival and departure times, work breaks and lunch periods. Enforce State policies governing work hours.</p> <p>Ensure proper internal controls exist over the approval processes for hours worked by wage employees and for overtime hours worked by salaried employees.</p> <p>Ensure employees are properly classified for purposes of overtime eligibility and in accordance with DHRM policies.</p> <p>Identify any overtime hours to be paid and the factor at which the overtime hours are to be paid, i.e., straight time or premium time.</p> <p>Ensure overtime authorizations conform to the employee's overtime eligibility status and that the employee's overtime eligibility is accurately reflected in the PMIS.</p> <p>Ensure all payroll documents submitted to the Bureau reflect the approvals of the appropriate authorizing parties.</p> <p>Notify the Bureau of its FLSA workweek(s). If there are multiple work weeks within the agency, the agency should specify which employee groups adhere to the various FLSA work weeks.</p>	<p>Process the payroll information in CIPPS as reflected on the authorizing payroll documents.</p>

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Task	Agency Responsibility	Bureau Responsibility
Salaried	<p>When Agencies redefine their FLSA workweeks, the Agency will be responsible for recalculating any overtime worked using both work weeks. The agency is responsible for determining the more beneficial calculation for the affected employees.</p> <p>For salaried employees eligible to earn overtime pay, Agency approved timesheets or a summary of overtime hours worked by employee with distinctions for total hours worked, regular hours, overtime straight time hours and overtime premium time hours to be paid serve as the authoritative source documents and must bear the approvals of the appropriate authorizing parties.</p> <p>Ensure timely submissions of salaried employees' overtime hours worked and wage hours worked to the Bureau.</p> <p>Ensure all units within the agency adhere to internal submission schedules.</p>	<p>Ensure salaries and overtime are paid using the pay entitlements in effect at the time the hours were worked.</p> <p>For salary increases with retroactive effective dates, recalculate retroactive pay entitlements and pay the incremental salary amounts and overtime amounts for overtime hours worked during the retroactive period.</p> <p>The Bureau will not notify the agency of outstanding salaried overtime submissions.</p>
Salaried Overtime TAL/ETime Interface	<p>Ensure TAL/ETime batches released timely and follow up on any batches that do not autoloading.</p>	<p>Confirm batches of Salaried OT loaded in CIPPS.</p>
Wage	<p>For wage employees, Agency approved timesheets or a summary of wage hours worked by employee with distinctions for total hours worked, regular hours, overtime straight time hours and overtime premium time hours serve as the authoritative source documents and must bear the approval of the appropriate authorizing party.</p> <p>Ensure all wage timesheets and salaried overtime pay authorizations have been received from individual units and have been submitted to the Bureau for processing by the designated deadlines.</p>	<p>Ensure overtime hours are paid in accordance with the factors specified on the authorized documents received, i.e., approved timesheets or summaries from authorized parties.</p> <p>Ensure regular pay and overtime are paid using the hourly rate entitlements in effect at the time the hours were worked.</p> <p>For wage rate increases with retroactive effective dates, recalculate retroactive pay entitlements and pay the incremental regular pay and overtime amounts for overtime hours worked during the retroactive period.</p>

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Task	Agency Responsibility	Bureau Responsibility
Wage Hour TAL/ETime Interface	Ensure TAL/ETime batches released timely and follow up on any batches that do not autoloading.	Confirm batches of Wage batches loaded in CIPPS. The Bureau will not notify the agency of outstanding wage timesheet submissions.
Verification of Employee Record Changes	Utilize Payline/PAT or Reportline access to verify that employee records have been processed as directed. If desired, agencies may also utilize CIPPS Payroll display access. By certifying payroll, the Agency reasonably believes that transactions are necessary, accurate and appropriate.	Ensure all batches of time and attendance data are balanced and have been audited for purposes of verifying data entry accuracy. The Bureau will review CIPPS reports to verify the accuracy of the entries keyed into CIPPS.

Related CAPP Topic:
50505, Time and Attendance

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Temporary Pay

The PMIS to CIPPS auto-update process will update CIPPS for the temporary pay entitlement. The Bureau will calculate any retroactive temporary pay due the employee and will process the retroactive entitlement amount on the next available earnings period.

Task	Agency Responsibility	Bureau Responsibility
Process Temporary Pay and Authoritative Source Documents to Forward to the Bureau	<p>Update PMIS promptly upon determining the employee's eligibility and approval for the temporary pay entitlement. PMIS should reflect the amount of temporary pay entitled and the length of time over which the entitlement is effective, including any retroactive period.</p> <p>Update PMIS when the temporary pay entitlement has ended and the employee should no longer receive the incremental pay.</p> <p>The PMIS screen PSE305 serves as the authoritative source document.</p>	<p>Calculate the prorated temporary pay due for temporary pay entitlements effective dated in the middle of an earnings period or expire in the middle of the earnings period.</p> <p>Review Report U082, PMIS/CIPPS Update Listing, and Report U080, PMIS/CIPPS Transaction Error Listing, daily to ensure Temporary Pay entitlements are updated correctly in CIPPS.</p>
Verification of Employee Record Changes	<p>Utilize Payline/PAT or Reportline access to verify that employee records have been processed as directed. If desired, agencies may also utilize CIPPS Payroll display access.</p> <p>Review PMIS against source documents to ensure information accuracy.</p>	<p>The Bureau will review CIPPS reports to verify the accuracy of the entries keyed into CIPPS.</p>

Related CAPP Topic:
50310, Rehires and Employee Data Changes

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Pay Dockings for Intermittent Leave Without Pay (LWOP)

Employees who are absent for less than 15 calendar days with insufficient personal leave balances to cover the absence will have their pay reduced (docked) for the number of leave hours taken that exceeds their available leave balances.

Task	Agency Responsibility	Bureau Responsibility
Process Pay Dockings for Intermittent LWOP and Authoritative Source Documents to Forward to the Bureau	<p>Monitor hours worked by employees with low leave balances and take preventative steps to mitigate occurrences of leave without pay.</p> <p>Update employee's Leave Anniversary Date in PMIS for any period of Leave Without Pay extending beyond 14 consecutive calendar days.</p> <p>Ensure LWOP dates are updated in VNAV for absences greater than 14 days, in accordance with VRS business rules and provide the Bureau VNAV screen prints to substantiate LWOP activity.</p> <p>Notify the Bureau via email when an employee has been placed in a pay dock status due to leave taken with insufficient leave balances to support the absence.</p> <p>Provide written approval to the Bureau to dock an employee's pay for leave taken without sufficient leave balances to support the absence.</p>	<p>Review the CIPPS Leave system reports to identify employees whose leave balances have been exhausted and are now in a Leave Without Pay status. Report U011, Leave Accounting Balance Exceptions and Report U012, Leave Accounting Leave Without Pay Exceptions, are produced on an exception basis when leave activity is keyed in CIPPS and for which there are Leave Without Pay Exceptions or to identify leave activity chaining. Report U036, Leave Accounting Employees on Leave Without Pay, is a semi-monthly report that provides details of employees who have exhausted leave balances and have taken leave in excess of available balances.</p> <p>For CIPPS Leave Agencies, provide written notification to Agency of any employees who appear to require pay dockings due to insufficient leave balances for the leave taken. The Bureau will not dock an employee's pay without written approval from the agency.</p> <p>Process the pay dockings in accordance with the DHRM guidelines for docking hours based on the number of days in each earnings period in which leave without pay has been identified.</p>
Verification of Employee Record Changes	By certifying payroll, the Agency reasonably believes that transactions are necessary, accurate and appropriate.	Review Report 10 to verify accuracy of docking and affected benefits.

Related CAPP Topic:

50510, Unpaid Leaves of Absences and Overpayments

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Bonus Payments

Bonus payments deferred entirely into Deferred Compensation will have Social Security and Medicare taxes withheld prior to calculating the lump sum amount to be deferred. The amount set aside for FICA tax will be subject to Federal and State income taxes when calculating the lump sum deferral amount.

Task	Agency Responsibility	Bureau Responsibility
Process Bonus Payments and Authoritative Source Documents to Forward to the Bureau	<p>For Bonus/Recognition awards for classified employees, process the bonus amount or recognition award in PMIS. PMIS must be updated prior to requesting that the bonus payment/recognition award be processed.</p> <p>For Bonus/Recognition awards for wage employees, updating PMIS is optional.</p> <p>Provide a written request to the Bureau to issue checks in lieu of paperless payroll at the time the bonus entitlements are communicated to the Bureau.</p> <p>Provide to the Bureau a copy of the employee's Deferred Compensation Payroll Authorization Form for One-time Deferrals when an employee elects to defer some or all of the bonus payment into Deferred Compensation.</p> <p>Forward to the TPA the employee's completed Deferred Compensation Payroll Authorization Form for One-time Deferrals.</p>	<p>Process all Bonus payments via direct deposit unless specifically instructed otherwise in writing.</p> <p>Process the Bonus payments using the federal and state supplemental tax rates in accordance with IRS regulations if the bonus amounts are paid separately from salary payments. Bonus payments combined with employee salary payments will be taxed according to employees' federal and state tax elections.</p> <p>The Bureau utilizes the worksheet provided by State Payroll Operations for the calculation of the one-time deferral amount. For one-time deferrals, taxes will be withheld for federal and state income taxes, and FICA taxes.</p>
Verification of Employee Record Changes	<p>Review PMIS against source documents to ensure information accuracy.</p> <p>Utilize Payline/PAT or Reportline access to verify that employee records have been processed as directed. If desired, agencies may also utilize CIPPS Payroll display access.</p> <p>By certifying payroll, the Agency reasonably believes that transactions are necessary, accurate and appropriate.</p>	<p>The Bureau will review CIPPS reports to verify the accuracy of the entries keyed into CIPPS.</p>

Related CAPP Topic:
50515, Special Payments

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Moving and Relocation

State policy allows agencies to reimburse employees for relocating their household to accommodate the Commonwealth within certain restrictions and conditions.

Task	Agency Responsibility	Bureau Responsibility
Process Moving and Relocation Expenses and Authoritative Source Documents to Forward to the Bureau	<p>Ensure Moving and Relocation expenses are approved and processed timely and that amounts for taxable and non-taxable portions of Moving and Relocation are promptly submitted to the Bureau for updates to employees' records and payment processing.</p> <p>Ensure employees terminating state service or separating from the agency have had all related Moving and Relocation expenses processed in CIPPS.</p> <p>Collect any Social Security and Medicare taxes that were borne by the agency on behalf of the separated employee. The agency will be charged for any FICA taxes, i.e., Social Security or OASDI tax and Medicare or HI tax, owed as a result of updating taxable Moving and Relocation for expenses that were not processed prior to having final payments issued before employee separation.</p> <p>Provide the Bureau a copy of the approved EMPLOYEE MOVING AND RELOCATION EXPENSE SUMMARY FORM DA-02-182 for payment. Ensure the approval has been made by the appropriate authorizing party.</p> <p>Provide the Bureau written notification if repayment of a Tenure agreement must be withheld from final payments and provide the specific repayment amount. Provide the Bureau a copy of the Tenure Agreement.</p> <p>Uncollected FICA tax is not a legitimate status for taxes associated with taxable Moving and Relocation updates made after termination. Social Security and Medicare Taxes owed resulting from the employee's termination prior to the update of taxable Moving and Relocation amounts will be borne by the agency initially and must be collected from the separated employee by the agency.</p>	<p>Process the Moving and Relocation payments according to the DA-02-182 as supplemental payments on a regular payroll or separately on a special payroll. Taxable Moving and Relocation expense reimbursements will be updated using special pay 04, M&R TXBL, and non-taxable Moving and Relocation expense reimbursements will be updated using special pay 05, M&R NTAX.</p> <p>Process any reductions in final payments resulting from unsatisfied Tenure Agreements upon receipt of the agency's written authorization stating the amount to be collected.</p>

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Task	Agency Responsibility	Bureau Responsibility
Verification of Employee Record Changes	Utilize Payline/PAT or Reportline access to verify that employee records have been processed as directed. If desired, agencies may also utilize CIPPS Payroll display access. By certifying payroll, the Agency reasonably believes that transactions are necessary, accurate and appropriate.	The Bureau will review CIPPS reports to verify the accuracy of the entries keyed into CIPPS.

Related CAPP Topics:

20345, Moving and Relocation

50515, Special Payments

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Reportable Meals (a non-cash special pay type) (Overtime Meals)

Reportable Meals are taxable earnings and must be taxed accordingly.

Uncollected FICA tax is not a legitimate status for taxes associated with Reportable Meals updates made after termination. Social Security and Medicare Taxes owed as a result of the employee's termination prior to the update of Reportable Meals amounts will be borne by the agency initially and must be collected from the separated employee by the agency.

Task	Agency Responsibility	Bureau Responsibility
Process Reportable Meals and Authoritative Source Documents to Forward to the Bureau	<p>Non-cash awards must be processed when other cash compensation is given to the employee.</p> <p>Ensure Reportable Meals are communicated to the Bureau in a timely manner.</p> <p>Ensure employees separating from the agency have had their Reportable Meals communicated to the Bureau before processing final payments for the terminating employee.</p> <p>Notification of Reportable Meals may be provided to the Bureau of Reportable Meals via a detailed listing reflecting the employees' names, identification numbers and individual meal amounts.</p> <p>Collect from separated employees any uncollected FICA tax for taxes associated with Reportable Meals updates made after termination.</p>	<p>Process the updates for Reportable Meals upon receipt of the information from the agency. Special Pay 05, RPTMEALS, is used to update employees' records, and will be processed in addition to other payments due the employee.</p> <p>Process tax adjustments in CIPPS to charge the agency for the uncollected FICA taxes, i.e., Social Security and Medicare taxes for Reportable Meal updates received after the employee's termination. The agency will be responsible for collecting the taxes from the separated employee.</p>
Verification of Employee Record Changes	<p>Utilize Payline/PAT or Reportline access to verify that employee records have been processed as directed. If desired, agencies may also utilize CIPPS Payroll display access.</p> <p>By certifying payroll, the Agency reasonably believes that transactions are necessary, accurate and appropriate.</p>	<p>The Bureau will review CIPPS reports to verify the accuracy of the entries keyed into CIPPS.</p>

Related CAPP Topics:

50515, Special Payments

20335, Travel Regulations

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Non-Cash Awards

Non-Cash Awards include monetary incentives given to employees and may be issued in the form of gift cards, prizes, awards or gift certificates. It does not include recognition leave or bonus payments.

Non-cash awards must be processed when other cash compensation is given to the employee.

Non-Cash Awards are taxable earnings to the employee and must be processed in conjunction with other payments due the employee. Uncollected FICA taxes as a result of updating earnings for Non-Cash Awards after termination is not a legitimate reason for the uncollected Social Security and Medicare taxes. As such, the agency will be charged for the Social Security and Medicare taxes due for the separated employee. It will be the agency's responsibility to collect the taxes from the separated employee.

Task	Agency Responsibility	Bureau Responsibility
Process Non-Cash Awards and Authoritative Source Documents to Forward to the Bureau	<p>Ensure employees terminating state service or separating from the agency have had all related non-cash awards processed in CIPPS.</p> <p>Provide the Bureau with copies of the individual notices issued to employees upon receipt of non-cash awards, or a spreadsheet identifying the employee names, employee identification numbers and amounts of non-cash awards for each employee.</p> <p>Review Non-Cash Awards activity monthly and communicate the activity to the Bureau on a routine basis.</p> <p>Collect from separated employees any uncollected FICA tax for taxes associated with Non-Cash Awards updates made after termination. Social Security and Medicare Taxes owed as a result of the employee's termination prior to the update of Non-Cash Awards will be borne by the agency initially and must be collected from the separated employee by the agency.</p>	<p>Update CIPPS upon receipt of the authoritative source documents. Special Pay 49, NC AWDS, will be used to record Non-Cash awards for employees in CIPPS. Employees will have federal and state income taxes as well as Social Security and Medicare taxes associated with the non-cash award withheld from their wages or salary on the next available payroll.</p> <p>If the Bureau receives an update for non-cash awards for an employee who has separated from the agency and has received all final payments, a manual pay set for the associated Social Security and Medicare taxes will be processed, and the agency will be responsible for collecting the taxes borne by the agency from the separated employee.</p>
Verification of Employee Record Changes	<p>Utilize Payline/PAT or Reportline access to verify that employee records have been processed as directed. If desired, agencies may also utilize CIPPS Payroll display access.</p> <p>By certifying payroll, the Agency reasonably believes that transactions are necessary, accurate and appropriate.</p>	<p>The Bureau will review CIPPS reports to verify the accuracy of the entries keyed into CIPPS.</p>

Related CAPP Topic:
50515, Special Payments

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Personal Use of State Vehicles

State policy allows agencies to provide for the permanent use of a State vehicle in accordance with CAPP topic 20335, State Travel Regulations. Such permanent use of a State vehicle is a taxable fringe benefit to the employee.

Personal use of state vehicles is recorded in CIPPS under special pay, CO CAR, which is a non-cash taxable earnings that must be processed in conjunction with other payments due the employee and in compliance with CAPP Topic 20335, State Travel Regulations.

For updates performed after the employee has separated, the required Social Security and Medicare taxes will be recorded as Uncollected FICA. Uncollected FICA resulting from updates for personal use of state vehicles after termination is not a legitimate reason for leaving uncollected taxes. As such, the agency must initially bear the cost of the employee's Social Security and Medicare taxes to remove the Uncollected FICA values. It is the agency's responsibility to collect the taxes from the separated employee.

Task	Agency Responsibility	Bureau Responsibility
Process Personal Use of State Vehicles and Authoritative Source Documents to Forward to the Bureau	<p>Employ effective controls to identify personal use of state vehicles and to provide a method of accounting for such use for the purpose of updating employees' earnings.</p> <p>Perform regular reviews of personal use activity.</p> <p>Ensure that all updates for personal use of state vehicles have been processed in CIPPS prior to processing final payments for separated employees.</p> <p>Provide the Bureau with either the individual notices provided to employees advising them of the value assigned to the personal use of their state vehicle, or a spreadsheet identifying the employee names, employee identification numbers and amounts of personal use of state vehicles for each employee.</p> <p>Collect from separated employees any uncollected FICA tax for taxes associated with the Personal Use of State Vehicles updates made after termination. Social Security and Medicare Taxes owed as a result of the employee's termination prior to the update Personal Use of State Vehicles will be borne by the agency initially and must be collected from the separated employee by the agency.</p>	<p>Update the employee's earnings in CIPPS using special pay 07, CO CAR upon receipt of the authoritative source documents. Employees will have the associated federal and state income taxes and Social Security and Medicare taxes withheld from their wages or salary on the earnings period in which the employee's record is updated.</p> <p>If the Bureau receives an update for personal use of a state vehicle for an employee who has separated from the agency and has received all final payments, a manual pay set for the associated Social Security and Medicare taxes will be processed, and the agency will be responsible for collecting the taxes borne by the agency from the separated employee.</p>

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Task	Agency Responsibility	Bureau Responsibility
Verification of Employee Record Changes	Utilize Payline/PAT or Reportline access to verify that employee records have been processed as directed. If desired, agencies may also utilize CIPPS Payroll display access. By certifying payroll, the Agency reasonably believes that transactions are necessary, accurate and appropriate.	The Bureau will review CIPPS reports to verify the accuracy of the entries keyed into CIPPS.

Related CAPP Topics:

20335, Travel Regulations

50515, Special Payments

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Taxable Tuition

State policy allows agencies to provide job-related educational expenses, reimbursed to or paid on behalf of employees and needed to meet the minimum educational requirements of the employee's current job or qualify the employee for a new trade or business in accordance with CAPP topic 50535, Employer Provided Fringe Benefits. Such job-related educational expenses are a taxable fringe benefit to the employee.

Taxable Tuition is a non-cash pay and must be processed in conjunction with other payments issued to the employee for the purpose of withholding the taxes associated with the value of the Taxable Tuition.

Agency must collect the taxes related to Taxable Tuition from separated employees. Uncollected FICA resulting from updates for Taxable Tuition after termination is not a legitimate reason for leaving uncollected taxes. As such, the Agency must initially bear the cost of the employee's Social Security and Medicare taxes to remove the Uncollected FICA values.

The Bureau does not process Non-Taxable Tuition reimbursements. Non-Taxable Tuition reimbursements should be processed via Accounts Payable.

Task	Agency Responsibility	Bureau Responsibility
Process Taxable Tuition and Authoritative Source Documents to Forward to the Bureau	<p>Monitor tuition reimbursements issued to employees and identify cases in which the tuition reimbursements represent taxable earnings to employees.</p> <p>Review employee records pertaining to tuition payments made by the agency to confirm that all activity for the employee has been updated in CIPPS prior to an employee's termination.</p> <p>Prepare and distribute to employees individual employee notices when tuition reimbursements qualify as taxable earnings to document the value of the taxable tuition paid by the agency.</p> <p>Notify the Bureau for cases in which the tuition reimbursements qualify as taxable earnings. Notification may be either (1) copies of the individual notices provided to employees advising them of the value of the taxable tuition paid by the agency, or (2) a spreadsheet identifying the employee names, employee numbers and amounts of taxable tuition for each employee.</p> <p>Collect from separated employees any uncollected FICA tax for taxes associated with Taxable Tuition updates made after termination. Social Security and Medicare Taxes owed as a result of the employee's termination prior to the update Taxable Tuition will be borne by the agency initially and must be collected from the separated employee by the agency.</p>	<p>Update CIPPS upon receipt of the authoritative source documents. Employees will have federal and state income taxes as well as Social Security and Medicare taxes associated with the taxable tuition withheld from their wages or salary on the next available payroll.</p> <p>If the Bureau receives an update for Taxable Tuition for an employee who has separated from the agency and has received all final payments, a manual pay set for the associated Social Security and Medicare taxes will be processed, and the agency will be responsible for collecting the taxes borne by the agency from the separated employee.</p>

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Task	Agency Responsibility	Bureau Responsibility
Verification of Employee Record Changes	Utilize Payline/PAT or Reportline access to verify that employee records have been processed as directed. If desired, agencies may also utilize CIPPS Payroll display access. By certifying payroll, the Agency reasonably believes that transactions are necessary, accurate and appropriate.	The Bureau will review CIPPS reports to verify the accuracy of the entries keyed into CIPPS.

Related CAPP Topic:
50515, Special Payments

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Overpayments and Repayment of Wages Paid in Error

Employees who have incurred an overpayment due to unreported LWOP, incorrect paperwork, invalid pay entitlements, or errors in employment status are obligated to repay the agency upon discovery of the error.

Agencies are responsible for establishing written policies and procedures governing the collection of overpayments and communicating these to employees.

Employees should be notified of the overpayment and given repayment options within the guidelines established by the agency. Repayment may include full payment by personal check or a mutually acceptable payroll docking schedule. The docking schedule may call for partial payments over multiple pay periods, but in no case should the repayment occur over a longer period of time than the overpayment occurred.

The procedures for the recovery of overpayments differ based on the employee's employment status and the calendar year(s) in which the overpayment occurred.

For current calendar year overpayments for active employees, the agency may process payroll dockings to retrieve the overpayment amount. Alternatively, the agency may accept payment directly from the employee via personal check. In either scenario, the full repayment amount must be received by the agency before the end of the current calendar year.

For current calendar year overpayments for terminated employees, the agency must retrieve the overpayment via personal payment from the former employee. The repayment amount can be based on a net pay amount adjusted for certain non-refundable benefit deductions.

For repayments handled through the receipt of personal payments from the employee, the Bureau will process earnings updates to reflect the repayments.

For prior calendar year overpayments, repayment amounts must be calculated and collected at the gross pay amount. When the overpayment has been repaid, State Payroll Operations will prepare and file Form 941c reflecting the reduction of Social Security and Medicare wages in order to retrieve the Social Security and Medicare taxes associated with the overpayment. Upon receipt of the refund from the IRS, the agency will reimburse the employee for his share of the Social Security and Medicare taxes. No adjustments will be made for income taxes associated with the overpayment amount.

If the employee has severed from the agency prior to the discovery of the pay error, repayment of prior years' wages must be calculated and collected at the gross pay amount.

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Task	Agency Responsibility	Bureau Responsibility
Process Current Year Repayment of Wages Paid in Error and Authoritative Source Documents to Forward to the Bureau	<p>Repayment of current year wages can be done through pay dockings against current year earnings if the employee is in an active pay status.</p> <p>Communicate the overpayment amount to the affected employee and for the development of a repayment plan.</p> <p>For repayments to be made via personal payment in lieu of pay dockings, the overpayment amount can be calculated at a net pay amount, but the repayment amount must be adjusted for certain non-retrievable benefit deductions, and the full repayment amount must be collected before the end of the current calendar year.</p> <p>When overpayments have occurred as a result of PMIS errors associated with employment status or pay entitlements, the agency must make the appropriate corrections in PMIS prior to requesting that the Bureau perform any calculations of overpayment amounts.</p> <p>Notify the Bureau upon discovery of the error made in compensating the employee. Such notification should include the employee's name, identification number and the range of time over which the pay error occurred.</p> <p>Requests for repayment arrangements extending beyond the length of time over which the pay error occurred must be referred to the Director of State Payroll Operations for approval.</p>	<p>Calculate the overpayment amount based on the corrected pay entitlements and/or the corrected employment status information and provide the agency a schedule of the overpayment amounts by employee and calendar year.</p> <p>Process an earnings update to reflect the repayment of current calendar year overpayments when the employee has made payment directly to the agency.</p> <p>Ensure the repayment schedule is in accordance with the approved time period granted for repayment.</p>

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Overpayments and Repayment of Wages Paid in Error, continued

Task	Agency Responsibility	Bureau Responsibility
Process Prior Year Repayment of Wages Paid in Error	<p>Communicate the overpayment amount to the affected employee and for the development of a repayment plan. Repayment of prior years' wages must be calculated and collected at the gross pay amount.</p> <p>When overpayments have occurred as a result of PMIS errors associated with employment status or pay entitlements, the agency must make the appropriate corrections in PMIS prior to requesting that the Bureau perform any calculations of overpayment amounts.</p> <p>Notify the Bureau upon discovery of the error made in compensating the employee. Such notification should include the employee's name, identification number and the range of time over which the pay error occurred.</p> <p>Requests for repayment arrangements extending beyond the length of time over which the pay error occurred must be referred to the Director of State Payroll Operations for approval.</p>	<p>Calculate the overpayment amount based on the corrected pay entitlements and/or the corrected employment status information and provide the agency a schedule of the overpayment amounts by employee and calendar year.</p> <p>Establish a deduction entitled DUE AGY to collect overpayments from prior years' wages to be repaid at the gross pay level and in accordance with the approved time period granted for repayment.</p> <p>Provide State Payroll Operations the information required for the W-2c reflecting the reduction of Social Security and Medicare wages when the overpayment has been repaid. State Payroll Operations will prepare the W-2c and file the Form 941c to retrieve the Social Security and Medicare taxes.</p>
Verification of Employee Record Changes	By certifying payroll, the Agency reasonably believes that transactions are necessary, accurate and appropriate.	The Bureau will review CIPPS reports to verify the accuracy of the entries keyed into CIPPS.

Related CAPP Topic:
50510, Unpaid Leaves of Absences and Overpayments

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Leave Payouts Due to Changes in Employment Status

For Leave Payouts attributable to changes in employment status, i.e., termination, or due to position changes between uncovered and covered positions, leave balance payouts will be processed in compliance with DHRM policies and at the direction of the Agency.

Task	Agency Responsibility	Bureau Responsibility
Process Leave Payouts Due to Changes in Employment Status and Authoritative Source Documents to Forward to the Bureau	<p>Ensure the employee submits the Deferred Compensation Payroll Authorization form to the agency prior to their last day worked or last day of leave taken for employees terminating or retiring from state service who wish to have their leave payouts put into their Deferred Compensation accounts.</p> <p>Verify the value of the annual leave balance to be paid out according to the employee's length of service.</p> <p>For CIPPS Leave agencies, ensure all leave slips have been submitted to the Bureau for processing.</p> <p>Confirm the specific leave balances to be paid and the value of each balance for Leave payouts attributable to employees transferring to other state agencies.</p> <p>Submit the completed Deferred Compensation Payroll Authorization form to the Bureau by the designated deadline for the earnings period in which the leave payouts are to be processed. If the employee elects to defer the full amount of his leave payouts, the form should reflect "net pay" in the amount field. If the employee wants a particular amount to be deferred, that amount should be reflected on the form. The stated amount will be deducted from the Leave Payout unless FICA taxes prevent the full amount from being withheld.</p> <p>Verify leave balance information and provide written notice to the Bureau of the disposition of each compensable leave balance.</p> <p>Update PMIS to reflect the confirmed final leave balances. For PMIS users, the PSE311 serves as the authoritative source document to authorize leave balances.</p>	<p>Process the leave balance payouts according to the authorization provided by HR.</p> <p>PMIS PSE311 serves as the authoritative source document to process the leave balance payouts.</p> <p>Process leave payouts using the supplemental tax rates unless the leave payments are being deferred into Deferred Compensation or Pre-Tax Annuity accounts.</p> <p>Process leave payouts in the period following the period of termination to ensure all leave activity has been posted and leave balances have been adjusted accordingly.</p> <p>For CIPPS Leave agencies, ensure that leave balances paid to employees have been zeroed on the employee's leave records.</p>

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Task	Agency Responsibility	Bureau Responsibility
Verification of Employee Record Changes	Utilize Payline/PAT or Reportline access to verify that employee records have been processed as directed. If desired, agencies may also utilize CIPPS Leave and Payroll display access. By certifying payroll, the Agency reasonably believes that transactions are necessary, accurate and appropriate.	Ensure all batches of special payments data are balanced and have been audited for purposes of verifying data entry accuracy. The Bureau will review CIPPS reports to verify the accuracy of the entries keyed into CIPPS.

Related CAPP Topics:

50515, Special Payments

50320, Terminations

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Virginia Sickness and Disability Program (VSDP) Processing

The VSDP program is controlled by VRS in partnership with a VSDP third party administrator (VSDP TPA). VSDP provides eligible state employees with supplemental income while out of work due to a short-term or long-term disability. The VSDP program covers both work related and non-work related absences for VSDP participants. DHRM policy requires that all VSDP absences be recorded in PMIS. Agencies are expected to update PMIS timely for VSDP claim approvals, extensions of approvals and return to work, whether on a full time or part time (job modifications) basis.

Work related absences are subsidized by workers compensation awards once the workers compensation claim has been approved by the Workers Compensation Program administrator.

For non-work related VSDP absences, employees with no available personal leave balances who are absent without approval from the third party administrator (Reed Group) will be docked at the authorization of the agency.

For employees with no available personal leave balances, delayed VSDP approvals that extend beyond 14 calendar days should be reflected in PMIS as LWOP absences. When the VSDP approval is received, PMIS should be updated with the authorized coverage dates, and the Bureau will process the VSDP benefits in accordance with the PMIS information.

Task	Agency Responsibility	Bureau Responsibility
Process VSDP Absences and Authoritative Source Documents to Forward to the Bureau	<p>For CIPPS Leave agencies, submit employees' leave slips for waiting periods and for income replacement by the designated payroll paperwork deadlines when employees have not completed checklists prior to their absence on VSDP.</p> <p>Develop and utilize a checklist signed by the employee to document the employee's election to use personal leave for income replacement should the claim extend into 80% and 60% benefit coverage periods and the specific leave types to use, including Disability Credits, prior to their departure for a planned VSDP absence.</p> <p>Ensure the appropriate types of leave are used for income replacement.</p> <p>Ensure the employee's non-CIPPS leave records are promptly updated once the personal leave has been used.</p>	<p>For CIPPS Leave agencies, process SD leave using the prorated method of the 80% and 60% plateaus unless there is an agency business objective in recording it otherwise.</p> <p>Review the TPA Determination Reports of active claims to calculate the VSDP benefits due each earnings period.</p> <p>Calculate and process the VSDP benefit payments using the VSDP spreadsheet provided by State Payroll Operations. Update the spreadsheet for the information presented on the Determination Report and the employee's election to use personal leave for income replacement.</p>

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Task	Agency Responsibility	Bureau Responsibility
	<p>Update PMIS timely when an employee has been placed on or returned from an approved VSDP absence, or when there are claim updates.</p> <p>Provide the Bureau with third party VSDP claim approval and extension information.</p> <p>Provide the Bureau written communication when employees return to work from their approved absences.</p> <p>Provide the Bureau notification via email when employees do not return by their Authorized End Date.</p> <p>Update PMIS timely to substantiate an employee has returned to work in an STD-Working capacity (with job modifications) and ensure leave is collected from the employee when the employee has not worked the reduced work schedule with job modifications.</p>	<p>For CIPPS Leave agencies, ensure the employee's CIPPS leave records are promptly updated once the personal leave has been used.</p> <p>Ensure employees receive their full entitlement of Retirement, Group Life and LTD Expense benefits throughout the timeframe of the authorized VSDP absence.</p> <p>Unapproved claims for VSDP benefits will not be processed unless the agency provides written authorization to pay the employee.</p>
Verification of Employee Record Changes	<p>Utilize Payline/PAT or Reportline access to verify that employee records have been processed as directed. If desired, agencies may also utilize CIPPS Leave and Payroll display access.</p> <p>By certifying payroll, the Agency reasonably believes that transactions are necessary, accurate and appropriate.</p>	<p>Ensure all batches of VSDP data are balanced and have been audited for purposes of verifying data entry accuracy. The Bureau will review CIPPS reports to verify the accuracy of the entries keyed into CIPPS.</p>

Related CAPP Topic:
50525, Virginia Sickness and Disability Program

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Workers Compensation (Non-VSDP Participants)

Absences due to work related injuries or illnesses are eligible for benefits under the Virginia Workers Compensation Act if the injury or illness is deemed compensable by the DHRM Workers Compensation Program.

Task	Agency Responsibility	Bureau Responsibility
Process Workers' Compensation for Non-VSDP Participants and Authoritative Source Documents to Forward to the Bureau	Adhere to the policies governing the use of personal leave pending approval of claim compensability.	Update the employee record to reclassify any compensation paid during the claim period prior to the approval for workers compensation benefits. Salary payments processed during the claim period will be reclassified to workers compensation awards and the workers compensation supplement, as approved by the agency for retroactive workers compensation awards received from Risk Management.
	Provide written confirmation to the Bureau of the 92 nd day end date for terminating workers compensation supplemental benefit payments.	
	Provide written approval to the Bureau for the extension of Workers Compensation supplemental benefit payments beyond the 92-day period.	For CIPPS Leave agencies, restore any personal leave used by the employee for income continuity awaiting approval for workers compensation benefits.
	For CIPPS Leave agencies, submit the income replacement leave activity to the Bureau for employees out on non-VSDP Work related injuries or illnesses.	
	Process the required forms for application to receive workers compensation benefits for the employee who has suffered an illness or injury while in a work capacity.	For CIPPS Leave agencies, review Payline/PAT or CIPPS Reports U009, Leave Accounting Register, to determine the amount of personal leave to be restored to the employee.
	Prepare the work histories needed by Risk Management to calculate the weekly indemnity benefit.	
	Provide the Bureau copies of the Workers Comp award payments upon deposit to the agency's funds.	Calculate the amount of personal leave needed from the employee to support 100% pre-injury income for ongoing payments of workers compensation awards.
		For CIPPS Leave agencies, ensure the employee's leave records are promptly updated once the personal leave has been used.

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Task	Agency Responsibility	Bureau Responsibility
Verification of Employee Record Changes	Utilize Payline/PAT or Reportline access to verify that employee records have been processed as directed. If desired, agencies may also utilize CIPPS Leave and Payroll display access. By certifying payroll, the Agency reasonably believes that transactions are necessary, accurate and appropriate.	The Bureau will review CIPPS reports to verify the accuracy of the entries keyed into CIPPS, to include the accuracy of docking and affected benefits.

Related CAPP Topic:
50520, Workers Compensation Non-VSDP

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VI. Certification Process

Section Overview

The Certification Process section includes Pre-Certification activities, the Certification process and Post-Certification activities. Notwithstanding the Bureau's responsibility for payroll accuracy, thoroughness and its internal review of the payroll activity prior to distributing the Certification materials to the agency, the agency is not alleviated from performing their own Certification Review process.

Pre-Certification Activities

Task	Agency Responsibility	Bureau Responsibility
Complete Pre-Certification Activities	<p>Ensure all PMIS and BES updates applicable to the earnings period are entered by the designated deadline, i.e., Payroll Paperwork Submission Deadline.</p> <p>Ensure all paperwork relevant to the earnings period being processed has been submitted to the Bureau by the designated submission deadline on the Bureau Monthly Operations Calendar.</p> <p>Ensure exceptional items, such as salaried overtime, non-routine pay entitlements, moving and relocation reimbursements, bonuses, pay dockings or settlement agreements, have been approved by the appropriate authorizing party prior to submission to the Bureau for processing.</p> <p>Provide the Bureau written confirmation that all activity for the earnings period has been submitted for processing for each payroll paperwork deadline.</p>	<p>Prior to distributing the certification materials to the agency, Lead Analysts will perform an internal review of the agency's payroll materials and will ensure the following activities have been done:</p> <p>All hours submitted for wage employees and overtime hours for non-exempt salaried employees have been entered from the materials submitted by the agency, or via interface from TAL or other agency proprietary timekeeping system.</p> <p>Overtime hours for exempt salaried employees have been entered from the materials submitted by the agency.</p> <p>LWOP and partial periods worked have been processed in CIPPS for appropriate salary and benefit payments.</p> <p>CIPPS updates (non-personnel changes, i.e. voluntary deduction changes) have been made for those items not included in an auto-update or interface process.</p> <p>TPA Determination Reports for VSDP benefits have been processed.</p> <p>Minnesota Life Insurance Billing Statements and changes have been reviewed and updated in CIPPS and verified on the CIPPS edit report 10.</p> <p>CIPPS corrections required from the review of prior period post-certification audit exception reports have been verified in CIPPS. Exception reports include U075, Reimbursement Accounts Error Report; U029, CIPPS GLI Default Report; U149 Cash Match (DED 45 + 46) Discrepancy Listing.</p>

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Task	Agency Responsibility	Bureau Responsibility
Complete Pre-Certification Activities, continued		<p>The following reports have been reviewed and any actions required as a result of the review have been entered into CIPPS. Transactions resulting from retroactive pay entitlement changes or employment changes have been verified on CIPPS edit report 10.</p> <p>Report 59 Gross Pay Limit Exceeded Report 10 Payroll and Deduction Register Report 852, Automatic Special Pay #14-Incorrect Imputed Life Report 906, Potential Cash Match exceptions for Salaried Employees.</p> <p>The following interface reports have been reviewed and any actions required as a result of the review have been entered into CIPPS.</p> <p>Daily BES Healthcare Interface Reports U130 and U131</p> <p>Monthly Deferred Compensation Interface Reports U062 and U063.</p> <p>Daily PMIS/CIPPS Auto-Update Process Reports U080 and U082</p> <p>Semi-monthly FBMC Auto-Update Process Reports U147 and U148</p> <p>Monthly VRS Benefit Interface Reports U184 VNAV/CIPPS Transaction Error Listing, U185 VNAV/CIPPS Update Listing, and U186 VNAV/CIPPS Retro Transaction Listing</p>

Related CAPP Topic:

50805, Certification Overview
50810, Pre-Certification Activities
50815, Payroll Certification
50820, Post Certification Activities

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Certification Activities

The certification review process may be shared between the agency's HR and Finance units inasmuch as HR is responsible for the approval and submission of authorizing paperwork for the changes made to employees' records and can verify the completeness of the payroll changes.

Form PSB-01-001 is used to document those agency parties who are authorized for payroll expenditures but may not appear on the agency's Authorized Signatories Form, DA-04-121.

Task	Agency Responsibility	Bureau Responsibility
Certification	<p>Finance should review the reports for reasonableness with respect to wage payments, salaried overtime payments, new hire payments, terminating employees' final salary payments and leave payouts, partial salary payments due to absences without leave, and VSDP benefit payments.</p> <p>Distribute materials needed for the certification review internally to the Agency certifying officer.</p> <p>At the completion of the certification review, the Agency Certifying Officer signs the Payroll Certification form, assigns a voucher number and returns the signed form to the Bureau for entry into CIPPS. This Officer must be listed on the Agency Operating Profile.</p>	<p>The Bureau uses a combination of the Payroll Audit Tool (PAT) Pre-Certification Reports and certain key CIPPS reports for its certification packet.</p> <p>Forward the Certification packet to the Agency's certifying officer in sufficient time to allow the Agency's certifying officer to review the information prior to the certification deadline.</p> <p>Enter the certification details into CIPPS upon receipt of the agency's signed Payroll Certification form. Have certification details verified against agency's Payroll Certification Form, Report 10 Company Total Page, Certification Analysis of Adjustments to Authorized Gross Pay and Report 2001 – CTL List and Payroll Calculation Report.</p> <p>Annotate explanations for exceptions reflected on the PAT Pre-Certification Report, Authorized Salary not equal to Regular Pay.</p> <p>Key CIPPS Reports included in the certification materials are:</p> <p style="padding-left: 40px;">Report 10 – Payroll and Deduction Register – Company Total Page</p> <p style="padding-left: 40px;">Report 10 – Payroll and Deduction Register – Grand Total Page</p> <p style="padding-left: 40px;">Report 59 – Gross Pay Limit Exceeded Report</p> <p style="padding-left: 40px;">Report 2001 – CTL List and Payroll Calculation Report</p> <p style="padding-left: 40px;">Report 852 – Automatic Special Pay #14 - Incorrect Imputed Life</p>

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Task	Agency Responsibility	Bureau Responsibility
		<p>Report 906 – Potential Cash Match Exceptions for Salaried Employees</p> <p>Report 907 – Missing Child Support Fees</p> <p>Report 14 – Deductions Not Taken (from prior earnings period)</p> <p>Key PAT Reports included in the certification materials are:</p> <p>Gross Pay Totals by Frequency</p> <p>Report 10 Salary Rate and Regular Pay Comparison</p> <p>Summary Report 10 – Employee Totals – Wage Employees</p> <p>Special Pays Listing</p> <p>Deduction Amount Change</p> <p>State and Federal Tax Withholding Comparison</p> <p>Rate Amount Change Compare</p> <p>IGOR Reports</p> <p> Hourly Reg Pay Comparison</p> <p> IGOR VRS Reports Creditable Comp Recon Summary</p> <p> Cred Comp Recon ORP Plan Detail</p> <p> Bureau Active Salaried Contbase Frq off</p> <p> Bureau 5% of Creditable Compensation Recon</p> <p> Bureau 5% Semi Salary Check</p>

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PAT Pre-Certification Reports included in the certification materials are:

Rpt #	Report Name	Source System	Report Description	Required Action
PAT N/A	Gross Pay Totals by Frequency	Payroll Audit Tool (PAT) – soft file of CIPPS Report 10 current period edit.	Lists the Gross Pay totals by Pay Frequency and should equal the Gross Pay on the Rpt 10 Company Total Page. If not, the difference will be attributable to non-paid manual payset updates affecting gross pay and voids being processed.	Review the report for reasonableness and accuracy and notify the Bureau if issues are found.
PAT N/A	Summary Report 10 ** Optional	Payroll Audit Tool (PAT) – soft file of CIPPS Report 10 current period edit.	Lists the components of the Gross to Net pay calculation for all employees in the agency. The total Gross Pay should equal the Gross Pay on the Rpt 10 Company Total Page. If not, it will be attributable to a void being processed.	Review the report for reasonableness and accuracy and notify the Bureau if issues are found.
PAT N/A	Summary Report 10 – Employee Totals – Wage Employees Only	PAT – soft file of CIPPS Report 10 current period edit.	Lists the active wage employees with their hourly rates, regular and overtime hours to be paid and their regular, overtime and gross pay.	Review the report for reasonableness and accuracy. Ensure that all timesheets submitted to the Bureau are reflected on the report.
PAT N/A	Salary/Rate and Regular Pay Comparison Report	PAT – soft file of CIPPS Report 10 current period edit.	Lists any salaried employee not receiving his authorized salary in regular pay. Employees receiving partial pay for the period will be listed, as will employees receiving Short Term Disability benefits while out on a VSDP absence.	Review for reasonableness and accuracy.
PAT N/A	Special Pays Listing	PAT – soft file of CIPPS Report 10 current period edit.	Lists employees receiving special payments other than the Imputed Life benefit. Employees who are receiving Short Term Disability benefits will be reflected as will employees receiving any other type of special pay.	Review for reasonableness and accuracy.

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Rpt #	Report Name	Source System	Report Description	Required Action
PAT N/A	Deduction Amount Change Comparison Report	PAT – soft files of CIPPS Report 10 current period edit and CIPPS Report 10 final pay from prior period.	Lists employees who have incurred deduction changes between last period and this period.	Review for reasonableness and accuracy.
PAT N/A	State and Federal Tax Deduction Comparison	PAT – soft files of CIPPS Report 10 current period edit and CIPPS Report 10 final pay from prior period.	Lists salaried employees who have significant changes in federal and state taxes withheld between last period and this period, such as employees making changes on the federal and/or state tax elections or in pre-tax deductions.	Review for reasonableness and accuracy.
PAT N/A	Rate Amount Change Comparison	PAT – soft files of CIPPS Report 10 current period edit and CIPPS Report 10 final pay from prior period.	Lists any salaried employee who has incurred an authorized salary change or any wage employee who has incurred an hourly rate change between last period and this period.	Review for reasonableness and accuracy.
IGOR Report N/A	Hourly Reg Pay Comparison	Access Database – based on soft files of the CIPPS Report 10 current period edit.	For Hourly employees, the report compares the hours worked multiplied by the rate to identify differences in amount paid. If there are differences, it is attributable to the hourly rate being overridden or if there was a rate proration for the period or if the employee works in multiple roles with different rates of pay.	Review for reasonableness and accuracy.
IGOR Report N/A	Creditable Comp Recon Summary	Access Database – based on soft files of the CIPPS Report 10 current period edit and CIPPS employee master file.	Using the Grand Total ContBase from the Report 10 multiplied by 5% to derive the expected deduction 12 retirement withheld and identifies any differences. Differences should be explained on the supporting IGOR reports.	Review for reasonableness and accuracy.

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Rpt #	Report Name	Source System	Report Description	Required Action
IGOR Report N/A	Creditable Comp ORP Plan Detail	Access Database – based on soft files of the CIPPS Report 10 current period edit and CIPPS employee master file.	Identifies employees with inactive retirement plans or ORP plan participants. If there are differences, it should be due to employees participating in ORP retirement plans or employees who are no longer active (terminations, MLWOP, transfers out)	Review for reasonableness and accuracy.
IGOR Report N/A	Bureau Active Salaried ContBase Frq off	Access Database – based on soft files of the CIPPS Report 10 current period edit and CIPPS employee master file.	Identifies active employees with inactive ContBase. If there are differences, it should be due to employees with mid-period status changes.	Review for reasonableness and accuracy.
IGOR Report N/A	Bureau 5% of Creditable Compensation Recon	Access Database – based on soft files of the CIPPS Report 10 current period edit and CIPPS employee master file.	Identifies active employees Contbase and computes 5% of the Contbase and compares the computed amount to the amount of retirement deducted from the employee's pay and identifies any differences. If there are differences, it should be due to employees participating in the Hybrid retirement plan, retroactive retirement collections, pay status changes or LWOP activity.	Review for reasonableness and accuracy.
IGOR Report N/A	Bureau 5% Semi Salary Check	Access Database – based on soft files of the CIPPS Report 10 current period edit and CIPPS employee master file.	Identifies active employees for which the employee and compares the semi-monthly salary to the ContBase and identifies any differences. If there are differences, it should be due to mid period pay changes or mid-month employment status changes.	Review for reasonableness and accuracy.

Related CAPP Topic:

50805, Certification Overview
50810, Pre-Certification Activities
50815, Payroll Certification
50820, Post Certification Activities

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Post Certification Process

The Bureau will review the following reports and will resolve any exceptions noted:

Report U029 – CIPPS GLI Default Report
Report U149 – Cash Match (Deds 45 & 46) Discrepancy Listing
Report U075 – Reimbursement Accounts Error Report
Report U118 – Gross Pay Differences
Report 14 – Deductions Not Taken
PAT Report 10 Comparison of Final Edit to Pay Calculation

Task	Agency Responsibility	Bureau Responsibility
Post-Certification Process	<p>Ensure timely distribution of paychecks.</p> <p>Provide information needed to clear exceptions for errant programmatic coding if any expenditure is posted to the Cardinal error file.</p> <p>Access Reportline to determine if agency received report 831 reflecting employees not in compliance with the state's Direct Deposit policy.</p> <p>Ensure programmatic coding is accurate for the expenditures posted.</p> <p>Receive third party checks for agency specific collections or associations not handled by the Bureau.</p> <p>Perform CIPPS to Cardinal Reconciliation to ensure expenditures were charged to the correct programmatic codes. Resolve discrepancies or errors in either CIPPS or Cardinal in regards to payroll. Forward any CIPPS programmatic coding corrections to the Bureau for update prior to the certification of the next earnings period.</p>	<p>Review Report U118, Gross Pay Differences. Resolve any gross pay differences of \$1.00 or more and provide the explanation to State Payroll Operations within the stipulated deadlines.</p> <p>Execute the Payroll Audit Tool (PAT) Post-Certification process that compares the final pay calculation to the payroll edit used for certification and generates a report of any changes in pay, deductions, or taxes withheld. The report is used to review and verify any changes made on certification day.</p> <p>Perform review of Rpt U029 to ensure proper resolution of all General Ledger defaults and Programmatic Coding Exceptions. Process any corrections needed prior to the next payroll certification.</p> <p>Contact the agency to obtain corrected programmatic coding and forward that information to State Payroll Operations for emails received from State Payroll Operations regarding invalid programmatic coding. CIPPS programmatic coding will be updated accordingly.</p> <p>Perform review of Rpt U075. Annotate justifications for valid exceptions. Process any corrections needed on the following earnings period.</p> <p>Perform review of Rpt U149. Annotate justifications for valid exceptions. Process any corrections needed on the following earnings period.</p>

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Task	Agency Responsibility	Bureau Responsibility
		Perform review of Rpt 14, Deductions Not Taken, generated from the most recent payroll certified. Annotate justifications for valid exceptions. Process any corrections needed on the following earnings period.
Verification of Employee Record Changes	Utilize Payline/PAT or Reportline access to verify that employee records have been processed as directed. If desired, agencies may also utilize CIPPS Leave and Payroll display access. By certifying payroll, the Agency reasonably believes that transactions are necessary, accurate and appropriate.	

Related CAPP Topics:

50805, Certification Overview
50810, Pre-Certification Activities
50815, Payroll Certification
50820, Post Certification Activities

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VII. Non-Routine (Special) Payrolls

Section Overview

Special payrolls are defined as non-routine payrolls processed separately from the regular salary and wage payrolls. Special payrolls are used for corrective payments or for non-recurring payments. They should not be construed as a supplemental payroll process for delinquent payroll related items.

For special payrolls involving employees who were included on the regular payroll but were paid incorrectly, the agency is expected to adhere to the CAPP guideline of processing special payrolls only in cases in which the error is greater than 10% of Net Pay or 10% of Gross Pay.

Management issues should be addressed with the offending parties when payroll related paperwork is consistently submitted delinquent, and special payrolls are required to pay employees timely.

Employ effective internal controls to ensure all payroll-related paperwork is collected and submitted timely to the Bureau for inclusion on regular payrolls, and to avoid the practice of requesting special payrolls due to delinquent received payroll-related paperwork.

Task	Agency Responsibility	Bureau Responsibility
Process Special Payroll	<p>Provide the Bureau the authorizing paperwork four business days before the desired payment date for agency initiated special payrolls.</p> <p>Certify the payroll in accordance with the Certification Process Outlined.</p> <p>Utilize Payline/PAT or Reportline access to verify that employee records have been processed as directed. If desired, agencies may also utilize CIPPS Payroll display access.</p> <p>By certifying payroll, the Agency reasonably believes that transactions are necessary, accurate and appropriate.</p>	<p>Process the non-routine payroll according to the agency authorizations received.</p> <p>Prepare an abbreviated certification packet that includes pertinent reports and submit the packet to the agency certifying officer for authorizing signature and voucher assignment.</p> <p>Perform a post certification review to ensure no exceptions occurred as a result of the payroll.</p> <p>Prepare and submit to State Payroll Operations the explanation for any gross pay difference of \$1.00 or more resulting from the pay calculation process.</p>

Related CAPP Topic:
50205, Agency Information

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VIII. CIPPS Leave System - Leave Accounting and Processing

Section Overview

Leave accounting and processing includes both agency and Bureau functions. DHRM is the authoritative agency for issuing policies governing the administration of leave benefits, and agency Human Resource units are responsible for the uniform enforcement of those policies. Agencies should have internal policies specifically addressing items DHRM has delegated to agency discretion. Agencies should employ appropriate internal controls to include oversight of employee leave activity and assurance that employees' leave usage is recorded, approved and submitted timely for processing by the Bureau. The Bureau ensures accurate and timely entry of CIPPS leave information received from the agency and employs additional internal controls to ensure accuracy of CIPPS leave information.

Agencies should have some form of authoritative source document that is used as a leave activity reporting form if no automated time and attendance system is in use. For those agencies with automated time and attendance systems, leave activity can be submitted to the Bureau via a detailed report of leave activity from the agency's time and attendance system.

The Bureau is responsible for the timely and accurate entry of CIPPS leave information received and will make every attempt to process all CIPPS leave received prior to the earnings period leave data entry deadline.

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Leave Accounting and Processing, continued

Task	Agency Responsibility	Bureau Responsibility
Process Leave Accounting	<p>Ensure all leave slips received reflect correct leave types for the leave benefits to which the employee is entitled.</p> <p>Ensure the employees' identification numbers are reflected on the leave reporting forms.</p> <p>Ensure all leave activity is reported, approved and submitted for processing on a timely basis.</p> <p>Ensure leave reporting forms reflect the appropriate supervisory signatures.</p> <p>Ensure duplicate leave slips are not submitted to the Bureau.</p> <p>Encourage employees to review their leave activity and earnings periodically and to resolve any concerns or discrepancies promptly.</p> <p>Use and maintain access to Reportline for access to CIPPS Leave Reports.</p> <p>Use and maintain Payline/PAT masking access to perform employee leave research and to respond to employee inquiries.</p> <p>Correct and resubmit CIPPS leave reporting forms returned to the agency by the Bureau due to missing or incorrect information.</p>	<p>Correct CIPPS leave information resulting from data entry errors made by the Bureau in a timely manner.</p> <p>Return CIPPS Leave slips received with incorrect leave types to the Agency's leave coordinator for correction.</p> <p>Return CIPPS Leave slips received with data omissions, such as employee name, number, leave type, hours, dates or supervisory approval to the agency for correction and resubmission.</p> <p>Fulfill certain ad-hoc requests for employee CIPPS leave balances on a periodic but not routine basis. Agencies can access Reportline and Payline/PAT for routine leave information requests.</p> <p>Employ batch control totals when entering and balancing CIPPS Leave Activity or Maintenance transactions. Ensure all CIPPS Leave batches are in balance prior to the designated data entry deadline.</p>
Verification of Employee Record Changes	<p>Utilize Payline/PAT or Reportline access to verify that employee records have been processed as directed. If desired, agencies may also utilize CIPPS Leave display access.</p>	<p>Perform reviews of leave data entry using the daily CIPPS Leave Reports identifying successful and exceptional leave transactions.</p> <p>Review semi-monthly audit reports identifying exceptions related to Adjusted Employment Dates, duplicate leave entries and VSDP Leave Allotment errors. Corrections are made upon discovery of the exception.</p>

Related CAPP Topics:

40205, Employee Leave Profile Data
40210, Leave Maintenance
40305, Leave Activity Reporting

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IX. Agency Reconciliations and Reporting

Section Overview

This section covers the required semi-monthly, monthly, quarterly and annual reconciliations and information returns prepared by the Bureau on behalf of the agency for their review and submission to the appropriate authoritative party as well as reconciliations and regulatory returns performed by the Bureau and submitted directly to the authoritative party.

Semi-Monthly Reconciliation Activities

PMIS/CIPPS Selected Field Comparisons and Discrepancies

The Bureau performs a semi-monthly review of selected CIPPS information to provide greater assurance of the data integrity in the CIPPS pay, tax and benefit entitlement information. A review of data that resides in both PMIS and CIPPS is also performed for the purpose of ensuring CIPPS pay and benefit entitlements comply with the corresponding pay and benefit entitlement and position information in PMIS. These items are reviewed each period and are used to update CIPPS when exceptions are noted.

The following fields or entitlements are used in the audit and comparison process:

- Birth Years Greater than Current Year Minus 18
- Group Insurance Switch “G” – Verified against PMIS LWOP Status Employees
- Missing FIPS Codes in CIPPS
- Active Employee FIT and SIT Status Exceptions
- FICA Status Equal to Medicare Tax Only
- Resident State Exceptions
- PMIS to CIPPS Birthdate Exceptions
- Active PMIS Employees Not in CIPPS
- PMIS to CIPPS Role Code Exceptions
- PMIS to CIPPS Salary Exceptions – PMIS Total Salary Less Temporary Pay to CIPPS Annual Salary
- PMIS to CIPPS Temporary Pay Exceptions
- PMIS to CIPPS FIPS Code/Location Code Exceptions
- PMIS to CIPPS State Begin Date Exceptions
- PMIS to CIPPS VSDP Participant Indicator Exceptions
- Last Name and Suffix Comparison
- PMIS to CIPPS Contract Length Exceptions
- PMIS to CIPPS Pay Schedule Exceptions
- PMIS to CIPPS Leave FTE Percentage Exceptions
- FTE Calculation to Standard Hours 1 Exceptions
- CIPPS Overtime Eligibility Status Not Equal to 1 or 3
- Wage Employee Not Eligible for Overtime
- Overtime Eligibility Comparison Exceptions:
 - PMIS Eligibility Code – No Overtime Allowed Not Equal to CIPPS OT Eligibility

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- PMIS Eligibility Code – Straight Time Overtime Only Allowed Not Equal to CIPPS Overtime Factors
- PMIS Eligibility Code – Premium Overtime Time Allowed Not Equal to CIPPS Overtime Factors

Related CAPP Topics:
50820, Post-Certification

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CIPPS/PMIS Comparison Exceptions

Task	Agency Responsibility	Bureau Responsibility
Resolution of CIPPS/PMIS Compare Exceptions	<p>Strive to reduce the volume of retroactive pay entitlements or mid-period entitlement changes, both of which contribute to the volume of CIPPS/PMIS exceptions. Retroactive pay entitlements and mid-period entitlement changes often can be avoided with effective management processes.</p> <p>Update PMIS promptly when CIPPS/PMIS Compare Exceptions have occurred as a result of delinquent PMIS updates for pay entitlements and/or employment status changes.</p>	<p>Prepare the explanations for the CIPPS/PMIS exceptions and submit the explanations to State Payroll Operations before the next generation of the exception listing.</p> <p>Notify the agency of any PMIS updates needed to avoid future reporting of the same exception.</p>

Related CAPP Topic:
50820, Post-Certification

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Monthly Reconciliation Activities

EPR Preparation

For wage employees paid biweekly versus semi-monthly, there will be two months of EPR reporting that will include three biweekly payrolls of wage hour activity. The remaining 10 months will reflect two biweekly payrolls of wage hour activity.

The number of available hours to be used for the monthly EPR calculation will be derived by reducing the available work days in the calendar month for holidays and emergency closings.

Task	Agency Responsibility	Bureau Responsibility
EPR Preparation	Ensure the funding sources of the programmatic coding for wage employees are regularly reviewed and exceptions are sent promptly to the Bureau for correction.	Prepare the monthly EPR report using the Payroll Audit Tool (PAT) applet. The EPR report will be based on the hours paid to wage employees for the month of activity being reported. Wage employees' programmatic coding will be used to determine hours worked by funding source, i.e., general fund versus non-general fund. Enter the EPR data into PMIS. Distribute copies of EPR PMIS Screen and PAT EPR report to agencies upon completion.
Verification of Employee Record Changes	Utilize Payline/PAT or Reportline access to verify that employee records have been processed as directed. If desired, agencies may also utilize CIPPS Payroll display access.	None

Related CAPP Topic:
70735, Payroll Audit Tool

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1,500 Hour Tracking

Task	Agency Responsibility	Bureau Responsibility
1,500 Hour Tracking	<p>Monitor wage employees approaching 1,500 hour annual limit and obtain approval for cases in which the employee will exceed 1,500 hours in the anniversary period.</p> <p>Comply with DHRM policy governing the number of hours that can be worked per pay period or per month, and monitor hours worked for policy compliance.</p>	<p>Prepare the monthly 1,500 Hour Report using the Payroll Audit Tool (PAT) applet. This report accumulates the hours worked in the anniversary period by earnings period, not by specific date.</p> <p>Distribute the 1,500 Hour Report to the agency by the 16th of the month following the month of activity.</p>
Report Warning Thresholds	Provide the Bureau with the desired thresholds for the generation of the Warning Reports.	Generate Warning Reports based on the agency's designation of the threshold values, e.g., employees who have reached 1,100 hours, 1,200 hours, etc in the work year beginning May 1.
Verification of Employee Record Changes	Utilize Payline/PAT or Reportline access to verify that employee records have been processed as directed. If desired, agencies may also utilize CIPPS Payroll display access.	None

Related CAPP Topic:
70735, Payroll Audit Tool

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New Hire Reporting

Task	Agency Responsibility	Bureau Responsibility
New Hire Reporting	None	DOA produces the CIPPS New Hire Report (U094) and a tape with new hire information that is sent to the VA NHRC on a biweekly basis.
Verification of Employee Record Changes	Utilize Payline/PAT or Reportline access to verify that employee records have been processed as directed. If desired, agencies may also utilize CIPPS Payroll display access.	None

Related CAPP Topic:
50905, Monthly Reconciliations

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Reciprocal Taxing

Task	Agency Responsibility	Bureau Responsibility
Reciprocal Taxing for new non-resident employer Accounts	<p>Apply for a non-resident employer account for states in which two or more of the agency's employees reside for the purpose of withholding reciprocal taxes.</p> <p>Forward the information provided by the reciprocal state to the Bureau, including the remittance coupons, tax withholding instructions and confirmation of account establishment.</p> <p>Withholding of the reciprocal state tax cannot commence prior to having the employer account established for the agency.</p>	<p>Establish the reciprocal tax records in CIPPS.</p> <p>Collect and remit reciprocal taxes in accordance with the states' payment remittance deadlines. File periodic information returns in compliance with the states' filing schedule. File W-2's at year end.</p>
Reciprocal Taxing for existing non-resident employer Accounts	<p>For reciprocal states that the Agency already has non-resident employer accounts established, submit to the Bureau the completed state tax withholding certificate for the employee's resident state. The employee's address in PMIS must correlate to the state tax withholding certificate.</p>	<p>Establish the reciprocal tax records in CIPPS.</p> <p>Collect and remit reciprocal taxes in accordance with the states' payment remittance deadlines. File periodic information returns in compliance with the states' filing schedule. File W-2's at year end.</p>
Verification of Employee Record Changes	<p>Utilize Payline/PAT or Reportline access to verify that employee records have been processed as directed. If desired, agencies may also utilize CIPPS Payroll display access.</p>	<p>Review Report 33, Composite Tax Report, to verify accuracy of reciprocal taxing. Verify CIPPS Tax Screens against state tax withholding certificates submitted by employees.</p>

Related CAPP Topic:
50315, Employee Tax Maintenance

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VRS Reconciliation

Task	Agency Responsibility	Bureau Responsibility
VRS Reconciliations	<p>For PMIS users, ensure review of the VNAV Cancelled Record Report daily to ensure all information was recorded in VNAV and ensure manual intervention follow up completed timely. Non-PMIS users must enter status information manually into VNAV as it becomes available.</p> <p>Prior to Confirmation of the Snapshot, Agencies must:</p> <ul style="list-style-type: none"> • Reconcile Creditable Compensation from Human Resource Data (PMIS) to a preliminary Snapshot in VNAV. Follow up with VRS to resolve any differences. • Reconcile approved PPS agreements to a preliminary Snapshot in VNAV. Follow up with VRS to resolve any differences. <p>Review the Plan Code established/assigned by VNAV and follow up VRS regarding any plan code discrepancies for the employee.</p> <p>Actively work to resolve outstanding exceptions identified on the reconciliation and take appropriate follow up measures, as requested.</p>	<p>Review Report U184 VNAV/CIPPS Transaction Error Listing and manually enter the appropriate update in CIPPS as soon as possible.</p> <p>Review Report U186 – VNAV/CIPPS Retro Transaction Listing to ensure additional transactions have been processed for actions with prior month effective date (s).</p> <p>Review VNAV reconciliation reports U170-U173 on a monthly basis to identify and resolve errors that have occurred as a result of the VNAV/CIPPS auto-reconciliation process and to identify differences in CIPPS and VNAV retirement owed versus collected. Follow up on any differences to ensure prompt resolution.</p> <p>Using the VRS Automated Recon Reports, review the VNAV U170 report to ensure any plan differences between CIPPS and VNAV are corrected, and other differences identified are communicated to the agency for follow up and resolution.</p> <p>Using the Automated Recon Reports, research exceptional items identified and prepare and an explanatory reconciliation for the agency to include follow up action and to identify the party/system responsible (Agency VNAV/Bureau CIPPS) for corrective action handling.</p>

Related CAPP Topics:

50905, Monthly Reconciliations

50410, Retirement – VRS and ORP

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Healthcare Reconciliation

Task	Agency Responsibility	Bureau Responsibility
Healthcare Reconciliations	<p>Review the healthcare reconciliation materials provided by the Bureau.</p> <p>Collect healthcare premiums from employees who are not in an active pay status (employees who are on a form of approved Leave Without Pay) and provide copies of employees' payments received to the Bureau.</p> <p>Sign the healthcare certification form and return the signed form to the Bureau prior to the deadline.</p> <p>Sign the Agency Summary Page of DHRM Rpt 4405, BES-Premium-Reward Discrepancies and return the signed page to the Bureau prior to the deadline.</p> <p>Return ATA txt file with the certification form.</p> <p>Enter any ATA's into Cardinal using the procedures set forth in CAPP Topic 50430.</p> <p>Process journal entries for auto-charges to clear the default account using the programmatic coding provided for the employees in exception.</p>	<p>Prepare the monthly healthcare reconciliation materials using CIPPS Reports U107, U108 and Reports U131 and U110 for prior month retroactive coverage changes.</p> <p>For agencies with significant healthcare exceptions activity, a spreadsheet detailing the exceptional items, i.e., auto-charges, credits due the agency, and additional payments due the HIF will be included with the reconciliation materials. For agencies with minimal exception activity, dispositions of the auto-charges, credits and additional premiums due will be annotated on Rpt U107 or Rpt U131.</p> <p>Submit the healthcare reconciliation materials to the Agency in sufficient time for the Agency to review and process the materials prior to the submission deadline.</p> <p>Receive signed healthcare reconciliation materials and name of ATA file (if needed) from agency. Submit required healthcare reconciliation materials to State Payroll Operations by stipulated deadlines.</p> <p>Employees who have incurred a retroactive change in benefit coverage will have premiums collected or refunded by close of the month following the month in which the change was made.</p>

Related CAPP Topics:
50430, Health Insurance
50905, Monthly Reconciliations

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Monthly Review of Taxable Wages (10 to 33) and Control Totals

Task	Agency Responsibility	Bureau Responsibility
Review of Taxable Wages and Control Totals	None	<p>Review the control totals maintained for each agency from the payrolls processed in CIPPS against the Year-to-Date accumulations in CIPPS. This review is performed using Report U092 – Company Summary Report and the individual Control Totals spreadsheet for the Agency.</p> <p>Verify taxable wages by reviewing Report U093 – Employee Exception Report generated as a result of employee records meeting pre-defined exception criteria. Exceptions requiring corrections are forwarded to State Payroll Operations with an explanation for the needed correction in CIPPS taxable wage accumulations.</p> <p>Verify the legitimacy of the uncollected taxes due to Imputed Life calculations for employees who are covered by Group Life benefits but are not in an active pay status using Report 858, Year-to-Date Uncollected FICA. Uncollected FICA results from employees on Military Leave Without Pay, Personal Leave Without Pay, Medical Leave Without Pay, Educational Leave Without Pay, or Leave Without Pay – Layoff.</p>

Related CAPP Topic:
50905, Monthly Reconciliations

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Monthly Review of Pending File Transactions

Task	Agency Responsibility	Bureau Responsibility
Review of Pending File Transactions	None	Using the H1K01 screen prints taken as of the first of each calendar month, review the online pending file during the monthly review process to ensure the validity of the recycled transactions. Address and resolve outdated pending file items.

Related CAPP Topics:

50135, Pending File

50910, Quarterly Certification and Reconciliations

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Quarterly Reconciliation Activities

VEC Quarterly Tax Return

Task	Agency Responsibility	Bureau Responsibility
VEC Quarterly Tax Return	<p>Review and sign the VEC Employers Quarterly Report of Wages Form FC-20 and mail to VEC on or before the stipulated filing deadline.</p> <p>Respond to VEC initiated correspondence regarding delinquent FC-20 submissions or outstanding balances owed for unemployment benefits processed for severed employees.</p>	<p>Prepare the VEC Employer's Quarterly Report of Wages Using CIPPS Report U057 Quarterly Employee Count for SUI Purposes by FIPS and Report U090 FIPS Code Error Report.</p> <p>Forward the VEC Quarterly Tax Return to the Agency for submission to VEC in sufficient time to meet the filing deadline.</p>

Related CAPP Topic:
50910, Quarterly Reconciliation and Certification

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941 Employer's Quarterly Return

Information used for 941 reporting is based on payment date, not on the dates the payrolls were calculated.

No specific actions are required by the agencies for this business process since it is performed by State Payroll Operations.

Task	Agency Responsibility	Bureau Responsibility
941 Employer's Quarterly Return	None	Maintain a copy of the 941's produced by State Payroll Operations and provide copies to the Agency upon request.

Related CAPP Topic:
50910, Quarterly Reconciliation and Certification

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941c Employer's Quarterly Return

In certain cases, a 941c Employer's Quarterly Return will be required as a result of collections from employees for repayment of prior year wages, refunds of prior year pre-tax deductions for terminated employees, or tax withholding errors identified after calendar year end has closed and W-2's have been issued.

Task	Agency Responsibility	Bureau Responsibility
941C Employer's Quarterly Return	State Payroll Operations will process a federal tax deposit for the additional Social Security and/or Medicare taxes due using the EFTPS process identified in CAPP Topic 20319, Electronic Federal Tax Payments Processing, and will notify the agency when the expenditure is processed. Forward the W-2c to the employee with the explanation for the reason for the corrected W-2.	Calculate the corrected taxable wages for the employee and forward that information to State Payroll Operations for the preparation of the W-2c for the calendar year requiring correction. Remit the W-2c to the agency with an explanation for the reason for the corrected W-2.

Related CAPP Topic:
50910, Quarterly Reconciliation and Certification

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Quarterly Certification of Taxable Wages

Task	Agency Responsibility	Bureau Responsibility
Quarterly Certification of Taxable Wages	<p>Review the quarterly certification materials provided by the Bureau.</p> <p>Sign the Company Total page of Report 56 and the Quarterly Certification and Reconciliation form and return the signed materials to the Bureau by the deadline for submission to State Payroll Operations.</p> <p>Review Report 831, Employees who did not have direct deposit in this payroll and have employment dates after 7/31/2008, for repeating employees and address situations remaining unresolved within reasonable periods of time.</p>	<p>Review the CIPPS quarterly and monthly audit reports and will prepare the Quarterly Certification of Wages annotating any required adjustments to employees' records.</p> <p>Forward the quarterly certification materials to the agency for their certifying signature in sufficient time to allow for agency review prior to the deadline specified by State Payroll Operations.</p>

Related CAPP Topic:
50910, Quarterly Reconciliation and Certification

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Quarterly Pre-Certification of Taxable Wages

Task	Agency Responsibility	Bureau Responsibility
Quarterly Pre-Certification of Taxable Wages	<p>Submit any non-cash items that have not been previously updated in CIPPS.</p> <p>Ensure all non-cash items identified on the Quarterly Pre-Certification of Taxable Wages form have been submitted to the Bureau for CIPPS update.</p> <p>Ensure copies of all workers compensation awards for non-VSDP participants have been forwarded to the Bureau for processing.</p> <p>Review and complete the Quarterly Pre-Certification of Taxable Wages form provided by the Bureau on the first earnings period of the last month of the calendar quarter.</p> <p>Return the signed Quarterly Pre-Certification of Taxable Wages form before the payroll has been certified.</p> <p>Utilize Payline/PAT or Reportline access to verify that employee records have been processed as directed. If desired, agencies may also utilize CIPPS Payroll display access.</p>	<p>Update CIPPS for information received from the agency pertaining to non-cash items not previously updated in CIPPS.</p> <p>Follow up with the agency if the completed Quarterly Pre-Certification of Taxable Wages form indicates there has been activity in non-cash items that have not been submitted to the Bureau for processing.</p> <p>Prepare the Quarterly Pre-Certification of Taxable Wages form and submit it to the agency on the first working day of the last month of the calendar quarter.</p>

Related CAPP Topic:
50910, Quarterly Reconciliation and Certification

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Annual Reconciliation Activities

Year-End Certification of Taxable Wages

Task	Agency Responsibility	Bureau Responsibility
Year End Certification of Taxable Wages	<p>Review, certify and return the Year End Certification of Wages prepared by the Bureau by the requested return by date.</p> <p>Utilize Payline/PAT or Reportline access to verify that employee records have been processed as directed. If desired, agencies may also utilize CIPPS Payroll display access.</p>	<p>Prepare and Forward the Year End Certification of Wages to the Agency for their certifying signature with a requested return by date.</p>

Related CAPP Topic:
50915, Calendar Year-End Reconciliation and Certification

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Leave Liability – CIPPS Leave System Agencies Only

The Leave Liability attachment will be prepared in accordance with the guidelines issued by the DOA Financial Reporting unit.

The Leave Liability figures will not be adjusted for delinquent received leave reporting forms reflecting leave taken on or before June 24th. Leave taken on or before June 24th that was submitted to the Bureau in sufficient time to process it before the June 10th – June 24th leave period closed for accrual processing will be reflected in the Leave Liability Reports.

Task	Agency Responsibility	Bureau Responsibility
Users of CIPPS Leave System required to prepare financial statements in lieu of/addition to the Leave Liability Attachment	<p>Comply with Leave Liability financial reporting requirements.</p> <p>Respond to those questions required in the Leave Liability attachment concerning leave liability not recorded in CIPPS and fluctuation analyses.</p> <p>Complete the attachment and submit it to DOA Financial Reporting by the designated deadline.</p> <p>Utilize Reportline access to retrieve CIPPS Leave reports used to prepare financial statements.</p>	<p>Use Report U020 Leave Accounting Leave Liability and Report U027 Leave Accounting Leave Liability Company Code Summary to prepare the attachment.</p> <p>Prepare the annual Leave Liability attachment and forward the prepared attachment and supporting schedules to the Agency certifying officer in sufficient time for the agency's review and completion</p>
Users of CIPPS Leave System not required to prepare statements	<p>Respond to those questions required in the Leave Liability attachment concerning leave liability not recorded in CIPPS and fluctuation analyses.</p> <p>Complete the attachment and submit it to DOA Financial Reporting by the designated deadline.</p> <p>Utilize Reportline access to retrieve CIPPS Leave reports used to prepare Leave Liability attachment.</p>	<p>Prepare the annual Leave Liability attachment and forward the prepared attachment and supporting schedules to the Agency certifying officer in sufficient time for the agency's review and completion.</p>
Non-CIPPS Leave system Users	<p>Comply with Leave Liability financial reporting requirements and prepare the annual Leave Liability attachment and forward the prepared attachment and supporting schedules to the DOA Financial Reporting by the designated deadline.</p>	<p>none</p>

Related CAPP Topic:
40405, Online Inquiry and Reporting

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Agency Risk Management & Internal Control Standards (ARMICS)

The Bureau is responsible for assessing and documenting the internal control over payroll and benefits for participating agencies. As it relates to employee payroll and benefits, the Bureau will assess internal control to include strengths, weaknesses, and risks over the recording of payroll and benefit financial transactions, compliance with laws and regulations, and, stewardship over the Commonwealth's assets.

The Bureau documents, evaluates, and tests controls across the five components of Internal Control to include the Control Environment, Risk Assessment, Control Activities, Information and Communication, and Monitoring.

To assist agencies with their annual ARMICS certification process, the Bureau provides participating agencies the ARMICS Service Provider assurance statement to confirm that the Bureau has adequately assessed the effectiveness of the internal controls in accordance with ARMICS, as issued by the Office of the Comptroller as applicable to the processes used to provide services to the agency.

Task	Agency Responsibility	Bureau Responsibility
Assess internal controls and perform ARMICS testing over payroll and benefit transactions	None	Assess internal controls and perform ARMICS testing, as documented in the Bureau's ARMICS testing plan. Prepare the Service Provider assurance statements annually and email them to participating agencies to confirm ARMICS compliance.
ARMICS Certification and Reporting	Complete the annual ARMICS certification and submit it to the Department of Accounts by the designated deadline.	None

Related CAPP Topic:
10305, Internal Control

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X. Paperwork Submission Deadlines and Monthly Operations Calendars

Task	Agency Responsibility	Bureau Responsibility
Payroll and Leave paperwork submission deadlines	Adhere to the payroll and leave paperwork submission deadlines. Update PMIS timely by the payroll submission deadline for that earnings period. Endeavor to minimize the occurrence of delinquent submissions of pay/benefits transmittals after the paperwork submission deadlines have lapsed.	Prepare and distribute monthly operations calendars reflecting deadlines for payroll and leave submissions, payroll certification deadlines and other reconciliation deadlines. Prepare and distribute a schedule of key dates for an upcoming calendar year in the fall of the preceding year to facilitate resource planning.

Related CAPP Topic:

N/A

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XI. Document Physical Security

The Bureau follows customary and reasonable practices to maintain the physical security of documents and the confidentiality of information provided by Agencies to the Bureau. Information requests for confidential or sensitive information made by external parties will not be satisfied without the prior written approval of the Agency.

Related CAPP Topic:

N/A